

DONATIONS PROCEDURE

1. INTRODUCTION

The University welcomes donations from individuals, charitable bodies and other corporate or non-governmental bodies. While such donations are important to us, the University must ensure that we carefully consider the source of any donation and whether it is appropriate for us to accept the donation.

The relationship between the University and the donor must be appropriate and to the benefit of the University. Any perceptions that a donor could secure an inappropriate direct or indirect benefit from making the donation must be prevented along with the protection of academic integrity against influence, or perceived influence, from the interests of private donors.

A donation will be refused where there is or there may be a perception that:

1. It results from illegal activities;
2. The activities of the donor are in conflict with or may be harmful to the objectives of the University or in breach of the University's ethical code;
3. The adverse publicity from the donation would likely result in a reduction of donations to the University from other sources;
4. The offer is dependent upon the satisfaction of conditions set by the donor which are contrary to the institution's values and objectives, or unreasonable in relation to the nature of the donation.
5. Where conditions tie the donation to a specific activity and the activity itself is not within the objectives or intended strategy of the institution
6. It may compromise the charitable status of the University.

There may be occasions where a donation is offered by a current student or a member of their immediate family. In this instance, the donation will only be accepted where the University considers that acceptance of the donation will not result in any perceived favour to the student and will not impact our academic integrity.

Appropriate due diligence and robust scrutiny of any donation that is offered will be undertaken in line with our mission, values and vision and ethical code. This will include robust scrutiny of the source and identification of any actual or perceived conflicts of interest.

This document sets out the procedure that should be followed in relation to the acceptance or refusal of any donations offered to the University. There is a separate procedure relating to gifts and hospitality to individual members of staff for which you should refer to the Guidance on gifts and hospitality.

2. PROCEDURE

Any offer of donation should be notified using our Donations Form which can be found on the Legal Services page of the staff website. The completed form should be sent to the Legal Services Team at legal@uws.ac.uk. This applies to both monetary donations and gifts in kind. Donations of services (e.g. a contribution of time, skill or effort) are not in the scope of this Procedure and shall be reviewed separately by the Legal Services Department.

Only applications to OSCR or The Charity Commission for England and Wales registered charitable trusts and foundations can be made in advance of approval however confirmation of acceptance of a donation must not be given until formal approval is received.

3. DONATIONS GROUP

Where a donation offered is over £5000 or the monetary value of the donation would exceed this amount a Donations Group will be established to consider the proposed donation.

The Donations Group shall comprise of:-

- the Vice-Principal (Governance) and University Secretary (Chair),
- the Vice-Principal (Finance and Infrastructure) (or nominee),
- the Vice Principal (Planning and Recruitment)
- the Director of Fundraising and Alumni;
- the Head of Legal Services, and
- the Dean of School for the area to which the proposed donation is being offered

A minimum of three members of the Donations Group (one being the Chair) must be present for a decision to be made. Where appropriate, the Chair of the Donations Group may determine that approval via email by the members of the Donations Group is sufficient.

4. APPROVAL LIMITS

Formal approval for accepting or declining the donation must be given in line with the following table, depending on the value of the proposed donation:-

Donation Amount or equivalent monetary value of a gift in kind	Authority for Accepting or Declining the Donation	Note
Regular Giving	The Director of Fundraising and Alumni shall have the discretion to accept donations made through Regular Giving. The Director shall carry out checks on the donor, in line with the Code of Fundraising Practice issued by the Institute of Fundraising - Scotland, when they sign up to Regular Giving.	The Vice Chancellor's Executive Group (VCEG) has granted delegated authority to the the Director of Fundraising and Alumni to approve or reject such donations.
Up to £500	The Director of Fundraising and Alumni shall have the discretion to accept a donation of up to £500. Before make a decision on whether to accept the donation, the Director shall carry out checks on the donor in line with the Code of Fundraising Practice issued by the Institute of Fundraising - Scotland.	The Vice Chancellor's Executive Group (VCEG) has granted delegated authority to the the Director of Fundraising and Alumni to approve or reject such donations.
£501 to £5000 (Known donor)	The Director of Fundraising and Alumni shall have the authority to accept a donation of up to £5,000 from a known donor , where there are no conditions attached to the donation. A known donor is an individual who is already on the University's donor database.	The Vice Chancellor's Executive Group (VCEG) has granted delegated authority to the Director of Fundraising and Alumni to approve or reject such donations.
£501 to £5000 (New Donor)	The Chair of the Donations Group, in consultation with such members of the Donations Group at the Chair deems appropriate, shall have the	The Vice Chancellor's Executive Group (VCEG) has granted delegated authority to the Chair of the Donations Group to formally approve or reject such donations.

	discretion to approve or reject the donation.	
£5001 to £10,000	The Chair of the Donations Group will accept or decline the donation based on the recommendation of the Donations Group.	The Vice Chancellor's Executive Group (VCEG) has granted delegated authority to the Chair of the Donations Group to formally approve or reject such donations.
Over £10,000	Vice Chancellors Executive Group (on the basis of the recommendation of the Donations Group)	Approval of any proposed donation rests with the University Court. Court has agreed to grant delegated authority to approve donations to VCEG up to £100,000, subject to full reporting to Court at its next meeting.
Over £100,000	Court (on the basis of the recommendation of the Donations Group).	

5. ACCEPTANCE OF DONATIONS

Legal Services will retain a register of any donations accepted or declined. The University Secretary will provide an annual report to Court of all donations offered, regardless of value.

Where appropriate, in the case on ongoing donations, the approval may be reviewed at appropriate intervals on change of circumstances.

On acceptance of a donation which comes with conditions as to its use, a formal agreement will be put in place with the donor by the University Secretary's Office.

The University will only accept donations where the identity of the donor is known. A donation will not be generally accepted from an individual who requests anonymity. The identity of the donor must at least be known, and acceptable to, the Director of Fundraising and Alumni and the University Secretary.

Procedure Author – Head of Legal Services

Procedure Owner – Vice-Principal (Governance) and University Secretary

Parent Policy Statement – Corporate Governance

Public Access or Staff Only Access – Public

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Changes and Reason for Changes – Clarification on process for approving donations of gifts in kind, including donations of services. Confirmation that donations may be approved by the Donations Group via email, at the discretion of the Chair of the Donations Group.