Royal Holloway
University of London

Donation Acceptance Policy

1. Royal Holloway actively seeks and accepts donations from individuals, charitable trusts and foundations, companies, governments or their agencies in the UK and overseas.

2. Royal Holloway accepts donations which are aligned to the College's values, strategic goals and financial needs as legitimate, sustained and vital components of its income.

3. Donors to Royal Holloway have no influence over the academic freedom and independence of the College, over the assessment of academic performance of any student or member of faculty, over the appointment of staff to funded posts or over any other area of the university's activity.

4. Royal Holloway will accept donations from parents, relatives, other associates of current or prospective students provided that it does not directly benefit the work of the academic department in which the student is or will be based.

5. Royal Holloway will not accept donations from unknown sources of funding and will carry out due diligence to determine the ultimate source of a donation.

6. Royal Holloway will not accept donations from an organisation or individual involved in illegal activities, money laundering, tax evasion, violation of human rights or where there are other ethical concerns not covered here.

7. Royal Holloway will not accept donations that expose the College to undue adverse publicity or reputational risk.

8. Royal Holloway reserves the right to refuse or return a donation.

Donation Acceptance Policy Approved by Council Feb 2018
Next review by February 2023
Last revised April 2015
Original approval November 2012
Policy Guidelines for College users

Record Keeping and Accountability

- All donations to Royal Holloway (excluding research council grants) will be processed and recorded confidentially by the DARD.

- The DARD is responsible for claiming Gift Aid on all relevant gifts from individuals and for securing and safeguarding Gift Aid Declarations for audits conducted by HMRC.

- All donor and bequest intentions will receive appropriate acknowledgement and recognition for their pledge/donation by the DARD, as well as assurance that their donation will be used for the purpose designated.

Delegation of Authority

- Authority for the acceptance of gifts is delegated by Council through a hierarchy comprising:
  a. Council Executive
  b. Planning and Resources Committee
  c. Director of Development & Alumni Relations

<table>
<thead>
<tr>
<th>Authority of...</th>
<th>Solicitation</th>
<th>Acceptance of Gift and Approval of Gift Vehicle</th>
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<tbody>
<tr>
<td>Director of Development &amp; Alumni Relations</td>
<td>For any gift up to £5m, provided the relevant Dean of Faculty is consulted on asks over £100,000</td>
<td>Gifts valued up to £250,000</td>
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<tr>
<td>Planning and Resources Committee</td>
<td>For major gifts expected to exceed £5m</td>
<td>Gifts valued over £250,000 and up to £5m</td>
</tr>
<tr>
<td>Council Executive</td>
<td>See paragraph below</td>
<td>Gifts exceeding £5m</td>
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<tr>
<td>Council</td>
<td>See paragraph below</td>
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- Where a solicitation or gift is deemed to be unusually complex, demanding or restrictive (as determined by the Director of Development & Alumni Relations, Principal, Chair of Council or their nominee), the matter should be escalated through the governance approval hierarchy, to an appropriate level. Special consideration will be given to gifts exceeding £1,000 from a current or prospective student or from people known to be in a close familial or personal relationship with a student.

- The Director of Development & Alumni Relations will be responsible for providing decision-makers with sufficient facts pertaining to the donation in question, to enable them to come to a fair and informed decision on acceptance.

- For unrestricted gifts made to the Greatest Needs Fund, recommendations for disbursement will be made by the Director of Development & Alumni Relations to the Development Strategy Committee annually for approval.
**Gift Agreements**

- A written Gift Agreement or Contract is required for all charitable contributions or pledges to Royal Holloway which are not given to the Greatest Needs Fund (ie donations of £5,000 or more per annum).

- Gift Agreements must include the details of the gift, the project to be supported (if restricted), fulfilment schedule, naming rights (if applicable), relevant stewardship information and reaffirmation of this policy regarding independence of the College over all areas of its activity.

- Gift Agreements must be signed by the donor and the College.

**Donor Rights**

- Donors are formally thanked in writing and their donation appropriately acknowledged by the DARD and, where appropriate, the Principal and/or relevant academic departments.

- Donors are entitled to appropriate recognition of their support as outlined in the Donor Recognition Programme (attached as Appendix 1) and retain the right to anonymity.

- Donors receive a tailored annual report informing them of the impact of their donation.

- Donors are entitled to formal confirmation by Gift Agreement, signed by the College and the donor, that their donation will be applied to the intended purpose it was given, unless explicit consent is given otherwise by the donor or executor.

- Donors have the right to privacy and confidentiality and assurance that donor records held by the university will be kept secure and will be fully compliant with current data protection regulations.

- The Director of Development & Alumni Relations will respond in a timely way to any written complaint in relation to donor rights. In the event that a donor remains dissatisfied, the matter will be referred to the Chief Operating Officer. If the complaint requires further escalation, the Principal will be required to take action.

- Council reserves the authority to change the use or purpose of a donation or endowment when its object is no longer viable at Royal Holloway, for example where Royal Holloway no longer offers a course for which a restriction has been accepted.

- Royal Holloway does not provide legal advice or financial planning services to donors. Prospective donors should seek the assistance of their own legal and financial advisors in matters relating to donations and to tax and estate planning consequences.

- To avoid conflicts of interest or the appearance of improper influence, Royal Holloway will not pay legal or other fees for the preparation of a donor’s Will or other documents which name Royal Holloway as a beneficiary.

- Council reserves the authority to withdraw donor rights and recognition if this policy is infringed at any time.
Responsibilities

- Philanthropic donations are co-ordinated through the DARD to ensure Royal Holloway meets its legal obligations as a charity, to protect donor rights and to ensure compliance with this policy and its guidelines in respect of donation acceptance, due diligence, accounting, auditing and internal and external reporting.

- DARD is responsible for overseeing and safeguarding relationships for the College in the long term and should be involved throughout any process of solicitation or negotiation of a donation and the ensuing relationship with a donor.

- DARD is responsible for constructing and advising on Gift Agreements, including templates for agreements, in conjunction with the College’s legal advisors, as necessary.

- The Director of D&AR has responsibility for the development of this policy and its guidelines and for ensuring that it is effectively implemented and regularly reviewed.

- Concerns about the operation of any aspect of this policy and its guidelines may be referred to the Director of D&AR or alternatively the Chief Operating Officer and then the Principal.