

Imago Mundi Charitable Incorporated Organisation (IM CIO)

DONATION ACCEPTANCE POLICY

- 1- IM CIO welcomes philanthropic donations, which support the values of the Charity and enable it to advance its mission, support its strategic plan and enhance its programmes and services. This policy sets out some checks and balances to protect IM CIO's reputation and values. It should be applied so that making a donation is a positive and pleasurable experience for the donor.
- 2- IM CIO fundraising will align with the UK Fundraising Regulator's current Code of Fundraising Practice - [Code of Fundraising Practice | Fundraising Regulator](#) - and its own Data Protection Policy (to be drafted).
- 3- IM CIO will not solicit or accept gifts that conflict, in their character or source, with its values or reputation.
- 4- When deciding whether to accept a donation, IM CIO will consider, and be guided by, the following questions. If any of these questions cannot be answered satisfactorily, IM CIO retains the right to refuse the donation. Would the donation:
 - 4.1 Help fulfil IM CIO's mission, support its strategic plan and enhance its programmes and services?
 - 4.2 Expose IM CIO to undue adverse publicity or reputational risk?
 - 4.3 Require unacceptable expenditure of additional financial and/or administrative resources?
 - 4.4 Inhibit, unreasonably, IM CIO from seeking gifts from other donors or stakeholders?
 - 4.5 Run counter to IM CIO's strategy for diversity and inclusion?
 - 4.6 Impose conditions / requirements on IM CIO which could inappropriately fetter its discretion and/or undermine its independence of action?
- 5- IM CIO will only accept a donation if the identity of the funder is known. Whilst IM CIO may agree not to publicly acknowledge the name of the donor, if requested by the donor, their identity must be made known to IM CIO Development Committee in order to carry out necessary due diligence.

- 6- All potential donations of EUR 10,000 and above will require ethical screening of the donor; screenings below this threshold will be undertaken as appropriate.
- 7- A set of standard questions will be addressed during the screening process. The standard questions are:
 - 7.1 Who is the subject of the screening?
 - 7.2 If the subject is a company or foundation, who is the controlling person?
 - 7.3 What country is the subject based in?
 - 7.4 How has their identity been verified?
 - 7.5 How did IM CIO's relationship with the potential donor arise? For example, did they initiate contact or did we initiate?
 - 7.6 What is the anticipated donation amount?
 - 7.7 Will it be a permanent and irrevocable gift? IM CIO will not accept it if the answer is no.
- 8- IM CIO Development Committee will employ a specialist out-sourced screening contractor (for example: Factory, The Charity Excellence Framework, EthicalScreening). Anticipated areas to be covered will include allegations or proven cases in relation to:
 - 8.1 Fraud, bribery, corruption and organised crime;
 - 8.2 Human rights abuses including child labour, human trafficking, and poor working conditions;
 - 8.3 Terrorism;
 - 8.4 Environmental damage;
 - 8.5 Arms dealing and manufacture;
 - 8.6 Tobacco;
 - 8.7 Gambling.
- 9- IM CIO Chair of Trustees in liaison with IM Executive will determine whether a donation should be accepted or declined and report the outcome to the Board of Trustees.

10- IM CIO will nominate a person to keep a record of all prospective donors, screenings, and outcomes.

11- A written Gift Agreement will be created For all philanthropic donations. Gift Agreements will outline the purpose of a donation (for example whether unrestricted or restricted to a particular purpose) and will be signed by the donor and countersigned by IM Chair of Trustees.

12- Bequests to IM CIO will be accepted or declined by the Development Committee in consultation with the IM Chair of Trustees in line with the same principles and procedures as established for monetary donations in this Donation Policy.