

Donations Policy and Procedure

1. Background

- 1.1 The University of Huddersfield (“the University”) recognises corporate fundraising as a legitimate source of funding for the University. This policy sets out the University’s practice and applies to the solicitation and acceptance of donations and bequests by, or on behalf of, the University; and is intended to ensure that the source and proposed purpose for any philanthropic support is aligned with its vision, mission and values.
- 1.2 As an exempt charity, the University will not normally make financial donations or provide financial sponsorship for any external activity or organisation. Advice on this matter should be sought from the University Secretary.
- 1.3 This policy applies to all members of the University who are raising funds for the University and in this context “member” shall include, but not necessarily be limited to, all members of University staff (including permanent, fixed term and temporary staff), Council members, students, secondees, volunteers, agency workers, interns, agents, sponsors and any others engaged in the business of the University in the UK or overseas.
- 1.4 This policy does not apply to:
 - personal/individual gifts, which are covered by the University’s Expenses and Benefits Manual (paragraph 64); or
 - Items donated to the University’s Archive, which are covered by the [Archives and Special Collections Service Acquisition Policy](#).
- 1.5 This policy should be read in conjunction with the following University policies: Equal Opportunities and Diversity Policy, Financial Regulations; Expenses and Benefits Manual; Treasury Management Policy; and Anti-Corruption, Bribery and Fraud Policy. Just as the University will not ‘invest directly into organisations whose values do not reflect those of the University in regard to social, environmental and humanitarian concern. These would for example include but not limited to: human rights abuse; discrimination on the grounds of race, gender, disability, age, or religion; serious and persistent environmental damage; arms trading.’, so it will not accept donations from such organisations.

2. Donations

- 2.1 For the purposes of this policy “donation” includes (but is not necessarily limited to) a financial donation; a gift of land or real estate; shares; artwork; collections of books; a legacy or bequest; and equipment.
- 2.2 Donors must understand that philanthropic support will not influence the University’s academic freedom. The University will operate its standard policies and procedures, including (but not limited to) recruitment, admissions, procurement, management and governance for all research, teaching and other activities irrespective of any donations received.
- 2.3 The University will maintain a register of donations received and this will be presented to University Council for review annually.

3. Responsibility for the Acceptance or refusal of Donations

- 3.1 The University is an exempt charity and will at all times observe the requirements of charity law and its constitution, in relation to the acceptance of donations. Relevant guidance suggests that there is a presumption that, in general, it would be in the best interests of a charity to increase the resources at its disposal; as such, any decision to refuse a donation must be made following careful consideration.
- 3.2 The University Council is ultimately responsible for the University's policy on the acceptance and refusal of donations; and must be able to assure itself that decisions have been made in the best interests of the University in each case. The operational responsibility has been delegated to the Senior Leadership Team, who may refer to the University Council, when appropriate.
- 3.3 The University, having considered a range of information and undertaken due diligence procedures, will accept donations which are in the best interests of the University, including those where:
 - 3.3.1 The source and proposed purpose of the donation are consistent with, and would not be detrimental to, its strategic and charitable objectives, in particular its vision, mission and values;
 - 3.3.2 Any conditions linked to the support are regarded as reasonable in relation to the nature of the support in terms of its size or impact on the work of the University;
 - 3.3.3 All reasonable steps have been taken to ensure that the University is aware of the source of funding for each donation and is satisfied that the funds do not derive from activity that was, or is, illegal; and
 - 3.3.4 Due regard has been taken of any reputational risk for the University which may derive from the acceptance of any particular donation.
- 3.4 All proposed donations to the University must be brought to the attention of the Director of Marketing and Communications and the Director of Finance prior to solicitation; they will jointly determine whether a donation agreement is required and what due diligence may be necessary. Proposals should set out clearly the purpose of the donation, the source of the donation and whether the intention is for the donation to be restricted or unrestricted
- 3.5 Due diligence will be undertaken by the Director of Finance with support from the University Secretary at the point of proposal/solicitation, as opposed to acceptance. The purpose of due diligence is to evaluate the proposed donation and present an unbiased recommendation, which takes all known facts into consideration. Due diligence should be approached in a transparent manner and should not be influenced by personal judgement.
- 3.6 Due diligence will be co-ordinated by the Director of Finance, with support as necessary from the University Secretary and will seek to identify:
 - 3.6.1 The identity of the donor/organisation;

- 3.6.2 The source of funding and the activities in which the donor/organisation engage in;
 - 3.6.3 Any possible conflicts of interest; and
 - 3.6.4 The purpose of the donation.
- 3.7 The results of due diligence will be presented to the Senior Leadership Team where a decision on acceptance or refusal of the donation will be made. If a donation is to be refused SLT will consider all the available due diligence information and make a recommendation to University Council.

4. Complaints and Return of Donations

- 4.1 The 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. However, exceptional circumstances may give rise to the need to review the acceptance of a donation. Any decision to return a donation shall be a matter for the University Council on the recommendation of the Vice-Chancellor.
- 4.2 The University will endeavour to respond promptly to a complaint by a donor or prospective donor about any matter addressed in this policy. The Director of Marketing and Communications will attempt to resolve the complainant's concern in the first instance. If a complainant feels their concern remains unresolved, the Donor may invoke the [University's External Complaints Procedure](#).

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Related Policies/Procedures:	Financial Regulations; Expenses and Benefits Manual; Treasury Management Policy; and Anti-Corruption, Bribery and Fraud Policy.

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.0	30 March 2017	First redraft under the new Policy Framework	Director of Marketing and Communications; University Secretary
V2.0	18 August 2020	Review and reference to Equal Opportunities and Diversity policy	As above