

## Philanthropy and Fundraising Policy

<b>Approving authority</b>	University Council
<b>Approval date</b>	4 March 2013 (1/2013 meeting)
<b>Description</b>	It is the purpose of this policy to ensure that all contact with donors and prospective donors is conducted in a professional and ethical manner; all donors and prospective donors are made aware of giving opportunities that best suit their philanthropic plans; and that Griffith University staff are helped in a professional manner to describe fully their projects that are worthy of philanthropic support and to form appropriate partnerships with donors and prospective donors.
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Philanthropy and Fundraising Policy.pdf">http://policies.griffith.edu.au/pdf/Philanthropy and Fundraising Policy.pdf</a>

### Related documents

[Naming of Buildings and Other Physical Features Policy](#)  
[Donations Received - Deductible Gift Recipient Requirements](#)  
[Gifts and Benefits Policy](#)  
[Griffith University Foundation Policy](#)  
[ATO - GiftPack for deductible gift recipients and donors](#)

[\[Philanthropy and Fundraising at Griffith University\]](#) [\[Types of Giving\]](#) [\[Accountability\]](#)

## 1. PHILANTHROPY AND FUNDRAISING AT GRIFFITH UNIVERSITY

### 1.1 Introduction

As an engaged University active in the local, national and international communities, Griffith University offers benefactors multiple opportunities to make a difference by giving to projects that deliver tangible benefits to communities. The Development and Alumni Office provides a coordinated and professional approach to developing a culture of philanthropy and giving within the University, and raising funds for the University to enable it to support the goals of its Strategic Plan.

### 1.2 Griffith University Foundation Board

The Griffith University Foundation Board is chaired by the Chancellor and includes influential members from the community and the University Executive Group who provide overarching strategic direction for fundraising initiatives in support of the research and learning and teaching programs of the University. In addition, several high profile task forces provide leadership for strategic fundraising projects across the University.

### 1.3 Co-ordination of Philanthropy and Fundraising

The Development and Alumni Office is the conduit for all University fundraising (excluding research commercialisation). While University staff enjoy many relationships with donors and prospective donors, the coordination of approaches for fundraising is the responsibility of the Development and Alumni Office, with Development and Alumni staff working in partnership with other University staff to ensure multiple approaches are not made to the same donors.

Where University staff are approached by donors or prospective donors those staff are requested to contact the Development and Alumni Office to discuss the proposed gifts at an early stage of the deliberations about giving.

#### **1.4 Costs of Fundraising**

The Development and Alumni Office is funded by Griffith University and no money is deducted by the University from donated funds for administrative purposes. All funds raised are directed to the relevant project.

#### **1.5 Purpose of Gifts**

All gifts to Griffith University must be for University purposes, and should be aligned with the University's strategic priorities, highlighted in the current Strategic Plan. However, donations to other areas are also welcome and donors can discuss these with the Development and Alumni Office.

#### **1.6 Donations Acceptance Committee**

Griffith University accepts donations which assist it to pursue its goals. While gifts are most welcome, the University may not be able to accept all gifts, and reserves the right to decline gifts which compromise its strategies, academic programs or principles.

The Donations Acceptance Committee makes decisions on whether gifts, excluding donations of artworks received through The Cultural Gifts Program (managed by the Federal Government's Committee on Taxation Incentives for the Arts), can be accepted. Membership of this Committee consists of the Chancellor as Chair of the Griffith Foundation Board, the Vice Chancellor, the Deputy Vice Chancellor (Engagement), and the Vice President (Corporate Services).

Recommendations to the Donations Acceptance Committee or to members with delegated authority will be made by the Director, Development and Alumni for all gifts valued at \$10,000 and above. The Director, Development and Alumni may also refer gifts of less than \$10,000 to the Committee or to members with delegated authority where there may be an issue of principle involved.

The Donations Acceptance Committee has delegated the authority to accept or to decline the offer of a gift to the following members:

<b>Gift value</b>	<b>Assessed by</b>
\$10,000.00 - \$99,999.99	Deputy Vice Chancellor (Engagement)
\$100,000.00 - \$249,999.99	Vice Chancellor and Deputy Vice Chancellor (Engagement)

The Vice Chancellor and/or Deputy Vice Chancellor (Engagement) may refer a gift valued at less than \$250,000 to all members of the Donations Acceptance Committee for approval if there is a concern or an issue of principle.

Offers of gifts valued at \$250,000 and above will be submitted to all members of the Donations Acceptance Committee. The acceptance or non-acceptance of a gift will be determined by the responses of at least three members of the Committee. If a majority decision cannot be reached, the Chancellor's decision will prevail.

Decisions about the acceptance or non-acceptance of gifts will be conveyed to the Director, Development and Alumni by the Donations Acceptance Committee or by members with delegated authority within three working days of submission however the time period for a decision may be extended if there is a concern or an issue of principle.

#### **1.7 Types of Donations**

Griffith University generally accepts gifts of cash; shares; fully-paid securities; real estate; valuables such as jewellery, antiques and works of art; air, land and sea vehicles of transportation; livestock; library collections and archival materials; and others. For donation of art works, the approval of the Director, Griffith Artworks is required (see section 1.8). For all

other gifts, the approval of the Donations Acceptance Committee or Committee members with delegated authority (see section 1.6) is required before any gift can be accepted.

### **1.8 Cultural Gifts Program (Australian Government, Canberra)**

Griffith University is eligible to receive donations of art works under The Cultural Gifts Program, for approval by the Federal Government's Committee on taxation Incentives for the Arts, by which the donor can claim the approved value of the donated material as a tax deduction. Donations under The Cultural Gifts Program can include items such as visual and decorative arts, Indigenous arts and cultural artefacts, social history and scientific collections and archival material. In some cases, the cost of valuing a collection may be paid by Griffith University.

Griffith University will not accept collections of materials under the scheme without first assessing the suitability of resources to meet the learning, teaching and research needs of the University, set out in The Griffith University Art Collection Policy. The University reserves the right to refuse donations at the discretion of the Director, Griffith Artworks. Enquiries regarding The Griffith University Art Collection Policy and The Cultural Gifts Program should be directed to the Director, Griffith Artworks in the first instance.

### **1.9 Valuation of Gifts**

For gifts of realty and personal property not included under the Cultural Gifts Program, donors should obtain their own independent valuations, although in some cases, the cost of valuing a collection may be paid by Griffith University. In relation to tax deductibility, special conditions are attached to gifts of personal property and realty, and donors are requested to consult the Australian Taxation Office for information. Gifts of shares, securities and the like are valued at their market value on the day the University receives them.

### **1.10 Taxation and Financial Advice**

Griffith University staff are not in a position to provide donors with advice on the tax implications of their gifts. All donors should discuss their gifts with their own financial and taxation advisers.

#### **Tax Deductibility**

Griffith University is a registered charity, with Tax Concession Charity Status. As a result, Griffith has Deductible Gift Recipient (DGR) Status and gifts to Griffith University are generally tax deductible. Donors should consult the website of the Australian Taxation Office for the definition of a gift and other information on the tax treatment of gifts.

Donations may be in the form of financial donations or gifts of property, artworks, library collection or other assets such as shares. Specific requirements are contained in the ATO - GiftPack for deductible gift recipients and donors.

DGR donations/gifts have the following characteristics:

- there is a transfer of money or property,
- the transfer is made voluntarily,
- the transfer arises by way of benefaction, and
- no material benefit or advantage is received by the donor.

Further details on this issue can be found in Griffith's Donations Received - Deductible Gift Recipient Requirements policy.

In addition, all donations made to Griffith University projects or programs through Friends of Griffith University in the US Inc. are eligible for tax deductibility within the guidelines established by the United States' Internal Revenue Service. Friends of Griffith University in the US Inc is a 501 c3 charitable organisation.

### **1.11 Value Levels of Gifts**

Griffith University welcomes gifts of all financial values. To facilitate giving and ensure Australian Taxation Office compliance and donor assurance, the Development and Alumni Office operates three principal types of giving programs:

- Major Gifts Program - gifts of \$10,000 and more;

- Annual Appeal - annual gifts and other gifts less than \$10,000;
  - Bequests Program - bequests in Wills.
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## **2. TYPES OF GIVING**

### **2.1 Bequests in Wills**

A bequest in a Will is an important way to contribute to society through the significant work that the bequest funds at the University. Donors are encouraged to discuss their intentions with the Development and Alumni Office to ensure that their intentions in the Will can be met. Discussions are confidential and place bequestors and prospective bequestors under no obligation.

### **2.2 Endowments**

Donors may choose to make donations that are invested for a particular term or even in perpetuity. It is important to discuss such donations with the Development and Alumni Office to ensure that the capital will produce an income stream capable of supporting the project or position of the donor's choosing. The University invests the capital, pays some of the income back to the capital to protect it against inflation and pays the balance of the income stream to the particular project or position. Donors may also elect to run the capital down over a certain period and to provide a more substantial income stream.

The University invests capital funds to obtain the best possible returns and growth and makes no charge against the capital or income for investment management costs.

### **2.3 Corporate Partnerships**

Corporations and other organisations should discuss the development of partnerships with Griffith University with strong benefits accruing to both parties. Discussion with the Development and Alumni Office will provide information on the types of partnerships and the types of benefits that organisations can gain.

### **2.4 Sponsorships**

For sponsorships, such as of events, sponsors should contact the Development and Alumni Office to discuss appropriate business arrangements.

### **2.5 Naming**

Positions, projects and physical structures (including buildings) may be named for donors.

In special circumstances, with the approval of University Council on the recommendation of the Vice Chancellor (after discussion with the Chancellor) and the Finance and Resources Committee, buildings or other physical features may be named after significant individuals or corporations. Such naming would only be in recognition of particularly distinguished service to, or of a major benefaction to the University. Further details on the naming of buildings can be found in Griffith's Naming Policy for Buildings and Other Physical Features.

In addition to the naming of buildings and other physical features, it is possible for benefactors to have scholarships, prizes and awards, or academic positions named after them or their organisation. Further information regarding this process is available from the Director, Development and Alumni and in Griffith's Prizes and Awards Policy and Procedures.

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## **3. ACCOUNTABILITY**

The University's accounts are subjected to the strictest auditing by internal and external auditors. The Development and Alumni Office takes responsibility for tracking the progress made on projects funded by donors and for reporting back to donors regularly. Some donors have specific reporting requirements and timelines which are documented by the Development and Alumni Office to ensure compliance with the donor imperatives.