Donations Acceptance Policy

This policy is to ensure that UDCLT has a robust, transparent and informed decision making process for accepting donations, which will mitigate the risk to our beneficiaries, staff, reputation, financial position and brand.

1 Introduction

The Upper Dales Community Land Trust (UDCLT) was set up as a limited company (11056046) on 9th November 2017 with the purpose of providing affordable homes in the Upper Dales. Charitable status was gained on 7th July 2021 (Charity number 1195077). The Trust subsequently became a Charitable Incorporated Organisation on 27th June 2022.

The stated object of the UDCLT is: *'…within the Upper Dales of North Yorkshire, for the public benefit, to provide housing and any associated amenities for persons in necessitous circumstances upon terms appropriate to their means.'*

This policy sets out the criteria and approval process for UDCLT to accept a donation from an individual, company or any other source to ensure that we are not compromising our objectives. This policy complies with Section 2.3 of the Fundraising Code of Practice as established by the Fundraising Regulator[1]. The purpose of this policy is to ensure clarity and openness to all our stakeholders and partners.

We commit to:

- Act with integrity, care and respect
- Be open, honest and transparent about our funding sources
- Work to further our charitable objectives and ensure there is no compromise of the charity's reputation and independence

2 Definitions

Donation: money given by an individual, as a gift with no expectation of anything in return
Grant: money provided by an organisation, without any requirement for repayment, though conditions may apply
Unrestricted fund: gifts or grants that can be used for any purpose within the charity
Restricted funds: money which is tied to a specific project or activity
Gift Aid: a government scheme whereby a UK taxpayer gives to the charity and the charity can reclaim the income tax paid by the donor on his/her gift.
Gifts in Kind: a gift towards the development of affordable housing but not in a monetary format. For example, it could be waiving/reducing fees, donating time, materials or equipment. The acceptance process will apply an approximate value of the 'gift' and follow this policy in accordance with that value. As for any donation, there should be no expectation of anything in return.

[1] https://www.fundraisingregulator.org.uk/code The Code of Fundraising Practice sets the standards that apply to fundraising carried out by all charitable institutions and third party fundraisers in the UK

3 Our context

UDCLT actively seeks opportunities to work in partnership with others to achieve our objectives. We will maintain our independence and will not allow any external partnerships, or those working on our behalf, to bring our name or reputation into disrepute.

4 Application

4.1 Acceptance criteria

When deciding whether to accept any donation, the Chair and the Trustees have a duty to demonstrate to the Charity Commission that they have acted in the best interest of the charity, and that association with any donor does not compromise our ethical position, harm our reputation or put future funding at risk.

We will accept support from, and partnership working with, companies and individuals on the following conditions:

- There are strong grounds it will further the work of UDCLT in achieving our objectives
- There is no attempt on the part of the company or individual to unduly influence our work either explicitly or implicitly.

We will comply with all relevant legislation including money laundering rules, the Bribery Act and Charity Commission guidance, including terrorism and political activity.

4.2 Avoidance Criteria

UDCLT will not accept donations from any party whose activities and business practices are considered unlawful or unethical. We reserve the right to refuse donations or terminate partnerships where the activities of the company or individual conflict with our objectives.

Therefore we will not accept any monies or support given where the donation:

- Was known to be associated with criminal sources
- Was made by a person considered to be vulnerable (e.g. where the donor may have impaired understanding due to age, disability, language barriers, stress or anxiety)
- Would pose an unacceptable financial risk
- Would cost more to accept than receive (for example, a restricted donation that would cost more to implement)
- Would help to further the donor's personal objectives if they conflict with UDCLT
- Would otherwise significantly damage our reputation

In particular we will not accept donations from organisations or an individual where the material amount of their turnover or wealth has been gained through the following activities:

- Tobacco, or any other wealth that may have been gained from goods that contribute to ill health
- Pornography
- Any organisation or individual that contributes to the significant degradation of the environment and ecosystems.

4.3 Use of donations

If donor wishes to make a donation to a specific area of our work, they may make a restricted donation by providing written instructions to this effect with their donation. Should we not be able to adhere to this, we will inform the donor and come to a mutual agreement on the use of the donation – this will be confirmed in writing.

4.4 Assessing the risk and value of a donation

To understand and assess the potential risk associated with a donation/donor/corporate partnership, UDCLT will conduct due diligence research and record this on a Donor Acceptance Form (Appendix A)[2]. The research will remain private and confidential. The result will be presented to the Chair for review, and to the Trustees with a recommendation. A record of the decision will be recorded within the trustee meeting minutes (anonymised but identifiable internally) and on the Donor Acceptance Form. If necessary, the support of the Charity Commission will be sought. The decision to refuse or return the donation will be communicated by the Chair in writing to the donor. This correspondence will be kept securely with the Donor Acceptance Form.

This process will only be conducted for donations over £5,000, unless it is suspected that accepting a donation would be in contravention of this policy. Anonymous donations over £25,000 will be reported to the Charity Commission.

UDCLT will retain information on donor organisations and individuals for six years.

4.5 Transparency

We comply with the Charity Commission and UK Law. A copy of the latest UDCLT Annual Report, which details how our income is generated and spent is available on our website or can be requested directly from the charity Secretary.

We adhere to all legal requirements and professional standards as set by the Fundraising Regulator's Code of Fundraising Practice.

We do not routinely share any identifiable data with third parties.

5 Implementation

This policy was agreed by the Board of Trustees at a meeting on 18th June 2024 and is available on our website.

6 Review

This policy will be reviewed every three years by the Board of Trustees or sooner should that be advisable.

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[2] The research will include identifying the original source of funds, looking behind the organisation to the ownership, how funds have been generated and that there is no connection with organisations, groups or individuals on our avoidance list. Any concerns will be discussed with the donor.

Appendix A

Donor Acceptance Form

Name of organisation & contact or individual	**Person conducting research:**
Full address: **Postcode:**	**Tel no:** **Email:**
Enquiries conducted: (include date, search details and results)	
Recommendation to Chair and Trustees:	
Date and content of decision:	
Date conveyed to donor:	