



Gift Acceptance

Development

BACKGROUND

As an agency of the City of Toronto, and as a registered charity, The 519 Church Street Community Centre's public-private partnership model provides opportunities for governments, corporations, foundations, and individuals to support and enable our work through community investment.

POLICY STATEMENT

The 519 welcomes and celebrates philanthropic gifts from individuals, corporations, foundations, associations and partnerships that help further the organization's mission, values and goals. The purpose of this policy is to set out guidelines about the acceptance of gifts or donations to The 519 including undesignated (unrestricted) and designated (restricted) gifts, deferred gifts, gifts of securities, third party gifts and gifts-in-kind.

In all cases, unless otherwise prescribed, The 519 will issue a tax receipt for the full amount of the gift.

DEFINITIONS

Gift or Donation: for the purposes of this policy, "gift" and "donation" are understood to mean the same thing, a voluntary transfer of cash or in-kind goods from individuals, corporations, foundations and other sources without expectation of a tangible return.

Undesignated or unrestricted gift: a gift given where the donor has not specified how the support is to be directed.

Designated or restricted gift: a gift given where the donor has specified how the support is to be directed.

Deferred gift: the process of making a gift commitment for delivery at a future date. The most common forms of deferred gifts include bequests, life insurance, retirement plans such as RRSPs and RRIFs, charitable gift annuities, and charitable remainder trusts.

Gifts of securities: include shares, bonds, warrants and options listed on any prescribed stock exchange.

Third-party gifts: are gifts obtained through fundraising events or activities held by individuals, businesses, groups in support of charitable organizations. The third party is responsible for

the event or activities and donates the proceeds as a single donation. The recipient charity has no fiduciary responsibility and little to no staff involvement.

Gifts-in-kind: A gift-in-kind refers to the gifting of goods, services or property (as opposed to cash).

APPLICATION

This policy is applicable to individuals who have or are considering making philanthropic gifts to The 519. It is also applicable to corporations, foundations, associations and partnerships that have or are considering making a philanthropic gift to The 519. This policy excludes corporate sponsorships.

TYPES OF GIFTS ACCEPTED

The 519 accepts gifts, donations, grants and funds from individuals, corporations, foundations, organizations, associations, employee groups, corporations and other donors. The following types of gifts are deemed eligible for acceptance:

- Cash or equivalent including those received through cheques, debit and credit cards, received through the mail, on-site or on-line. Pledges or cash or equivalents will also be accepted.
- Deferred gifts
- Gifts of securities
- Gifts in-kind

DESIGNATED, UNDESIGNATED AND DEFERRED GIFT CONSIDERATIONS

The 519 encourages donors to consider making unrestricted/undesignated gifts so that funds can be directed to the areas and programs of greatest need. However, the 519 recognizes the importance of and will support restricting/designating donor gifts when that designation is consistent with the priority needs, as determined by Management. Upon acceptance of a designated/restricted gift, there will be no change in the use of that gift, or any portion thereof, without the donor's or their agent's consent.

If in the case of deferred gifts the original purpose of the donation is no longer relevant to the organization and in the event that the donor or their agent is no longer able to approve or decline consent, the funds will be used in the area of greatest needs.

GIFT OF SECURITIES CONSIDERATIONS

The 519 will sell gifts of securities upon receipt and will determine tax receipt value based on Canada Revenue

Agency requirements.

THIRD PARTY GIFT CONSIDERATIONS

The 519 supports third party fundraising events and activities that are compatible with its mission, vision and values. Prior approval to hold a third party event is required by The 519, and a signed formal agreement is required. Approval is based on the type, theme and financial viability of the event. The 519 reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance or presentation it feels is inappropriate, and to decline funds from third party events that have not received prior approval.

GIFTS-IN-KIND CONSIDERATIONS

In-kind gifts of real or tangible personal property: From time to time, The 519 is approached with the offer of gifts-in-kind such as tangible personal property like gifts of art or services. It is the discretion of The 519 Management to accept and receipt those in-kind gifts it deems appropriate, in accordance with Canada Revenue Agency guidelines and requirements.

The 519 may choose to accept in-kind gifts of tangible personal property which can be used for:

- Display at The 519
- Program delivery or facilitation
- Revenue generation through sale or auction
- Other purposes that may arise from time to time that benefit The 519

In-kind gifts of real estate: Management will prepare a report for the Board on the costs or risks associated with any real estate donation offer. Final approval on any real estate gifts shall reside with the Board.

In-kind gifts of services: As a registered charity, The 519 is unable to issue official charitable income tax receipts for gifts of service as outlined by the guidelines of the Canada Revenue Agency. However, a gift of services may be eligible for a tax receipt through a cheque exchange should the work be deemed relevant to the organization, as determined by Management. Receipting for cheque exchanges will be determined on a case-by-case basis.

Appraisal and valuation of in-kind gifts for the purpose of issuing a charitable tax receipt: For property valued at less than \$1,000 dollars, the Director of Development shall oversee determining its value for receipting purposes. At the Director's discretion, other individuals with sufficient knowledge of the property may be consulted to recommend the issuance of a tax receipt for the fair market value. All appraisals of fair market value, conducted by staff or a third-party will be supported by appropriate documentation

Should the donor wish an independent appraisal of their in-kind donation, the appraisal will be done at the expense of the donor.

If the fair market value is expected to be more than \$1,000, The 519 will adhere to Canada Revenue Agency recommendations that the property be professionally appraised by an outsider who is not connected to either the donor or the organization, at the expense of The 519. Tax receipting will comply with Canada Revenue Agency requirements.

If the gift in-kind was donated within ten years of acquisition or was acquired through a tax shelter arrangement, the "deemed fair market value rule" may also apply. Donated items that fall under this distinction will be assessed on a case-by-case basis.

DONOR RECOGNITION

Donor recognition is the practice of providing warm and equitable recognition to donors for their gifts through formal and informal, personal and public expressions of appreciation. The 519 will develop a separate Donor Recognition policy.

RETURNING GIFTS

The 519 reserves the right to decline or to return a gift if the source of the donation is inconsistent with the organization's mission, values and goals. Management will prepare a report for the Board of Management outlining how acceptance of the gift might expose The 519 to liability, is precedent setting or involves sensitive matters. The final decision to accept or decline support rests with the Board.

Such instances for returning a gift could include, but are not limited to:

- Where continued association with the donor would result in harm to the agency's reputation
- Where a donation is determined to have been the proceeds of a crime

- The terms of the donation agreement can no longer be honoured, and a new agreement cannot be negotiated with the donor, or their heirs or assigns

When a decision is made to return a gift, The 519 will comply with all Canada Revenue Agency requirements.

APPROVED BY	Board of Management
DATE APPROVED	January 27, 2014
REVISED	January 20, 2014
RELATED INFORMATION	The 519 Corporate Sponsorship Policy The 519's Principles and Values – Resource Development
RELATED LINKS	Association of Community Centres (AOCC) – Relationship Framework Donations To The City of Toronto For Community Benefits Policy