



## POLICY MANUAL

Code: TFB 03003

Policy

Procedure

Guideline

Title: Financial Donations and Grants Received Policy

Approved By: Trust Fund Board

Date: March 24, 2003

Resolution # TFB 03/561

Chair Signature:

Further References: includes previous policy 98001 (Excess funds)

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### Purpose:

To provide guidelines regarding the how the Board will solicit, process, manage, and use financial donations (i.e. excluding donation of land) from individuals, businesses and government sources.

### Background:

The Islands Trust Fund Plan can receive donations and grants to further the object of Islands Trust. The Islands Trust Fund regularly receives cash donations and grants toward specific projects and of a general, unspecified nature. On occasion the Islands Trust Fund may receive other types of financial donations (e.g. stocks or securities)

### Policy Details:

#### Soliciting Donations and Grants

1. Generally, when the Board accepts a conservation proposal or new program, it will provide direction to staff regarding whether staff should solicit donations and grants for the project or program.
2. The Manager, in consultation with the Communications & Fundraising Specialist, will determine the staff resources available and the best methods to solicit donations and grants for each designated project or program. Methods may include, but are not limited to:
  - a) use of the Islands Trust Fund or Islands Trust websites;
  - b) direct mail to contacts and past donors
  - c) The Heron newsletter or other similar newsletters
  - d) newspaper articles;
  - e) grant enquiries and/or applications to funding sources
  - f) site tours for potential major donors
  - g) special events approved by the Chairperson and
  - h) other methods determined by the Communications & Fundraising Specialist and approved by the Manager, so long as they can be accommodated within the annual budget.

3. The Fundraising Specialist will provide regular updates to the Board regarding the donations and grants received for specific projects through the “current projects update” reports.
4. All donations received will be considered confidential and all information related to donations will be kept confidential unless a confirmation from the donor permits the public use of the information. Donor lists will not be exchange, rented or otherwise shared.
5. The right of a donor to remain anonymous will be respected by the Board, unless the information must be released by law.

### **Tracking and Banking Donations and Grants**

6. The Islands Trust Fund Manager will establish and maintain a procedure and a system for tracking donors, donations/grants, and donor wishes.
7. If donations are received that are not designated for a particular project staff will attempt to contact the donor to determine their preferences for the donation.
8. Receipts will be provided for all donations and grants received by the Islands Trust Fund. Generally, the Islands Trust Fund will attempt to provide acknowledgement letters and receipts for all donations/grants within two weeks of receiving the donation or grant.
9. Separate bank accounts will be established for each project or program for which donations and/or grants are anticipated in order to ensure that dedicated funds are kept separate. All funds received for specific projects will be deposited into the respective account.
10. If a donation is received before an account has been established the donation/grant will be deposited into the Islands Trust Fund general bank account and will be transferred into the designated account as soon as it is established.
11. All donations received that are not identified for a specific project or program will be deposited in the Islands Trust Fund general bank account.
12. Two signatures will be required on all cheques written from Islands Trust Fund project accounts. Generally, the Islands Trust Fund Manager, Director of Trust Area Services, Director of Administrative Services, and Executive Director will be signatories to the accounts of the Trust Fund Board.
13. The Manager will provide regular updates to the Trust Fund Board regarding the bank account balances.

### **Use of Donations and Grants**

14. Donations and grants received for specific projects or programs, and any interest gained on those donations/grants, will be used only for their designated purposes, unless funds in excess of what is needed for the specific project or program have been received. In the case of excess project funds, policies 14 – 18 below will be used to determine how to the excess project funds will be used.

15. Decisions regarding how undirected funds (e.g., “use where most needed” or donations with no directions provide) will be used will be made by resolution of the Trust Fund Board.
16. If funds have been raised toward a specific acquisition project and the project fails to be completed for any reason (e.g., insufficient funds, breakdown in negotiations) the Trust Fund Board (Board) will contact all relevant donors to make them aware of the situation and to ask if they wish to have their donation held for another project on the same island, have it transferred to another current project, or transferred to the Islands Trust Fund account for a future project in the Trust Area.
17. If an acquisition project has been completed and excess funds remain the Board will review the following options for its use and choose the one it thinks is most appropriate based on the amount of excess funds, the anticipated management costs, the Board’s existing property management budget, potential for other conservation acquisition projects on the island in the short term, the comments of partners in the project, and any other relevant information:
  - (a) the Board may direct the monies to an account for management of the specific property acquired;
  - (b) the Board may direct the monies to the group managing the specific property on behalf of the Board for management of the property;
  - (c) the Board may hold the monies until such time as they can be directed to another conservation acquisition project on the island; or
  - (d) the Board may direct the monies to a partner group that has worked on the project.
18. The Board will discuss its intentions regarding the use of excess funds raised for a specific project with its partners involved in the project.
19. If more than \$1,000 exists as excess funds, for any reason, the Board will notify the donors of what has been done with the excess funds.

### **Other Considerations and Principles**

20. If donations are received in the form of stocks and securities, the stock/security will generally be cashed immediately (i.e. within 2 weeks of receipt) unless the Board directs otherwise by resolution.
21. If donations or grants are received in the form of an endowment, the Manager will immediately deposit the funds into a designated account and will research investment/management options for Board discussion and direction.
22. If the Islands Trust Fund receives other types of financial donations or grants that are not adequately covered under policies 1 to 21 above, the manager will seek direction from the Board at the next regularly scheduled Board meeting.