

## **UCIM Gift Acceptance Policy: Greening UCIM Campaign**

*Approved UCIM Board June 20, 2023*

### **Purpose**

This policy governs UCIM's Greening Campaign<sup>1</sup> to raise funds to replace the current heating system with a Geo-thermal system. It is a campaign with a specific time frame, goals and objectives. UCIM will continue its annual fundraising and stewardship programs which are governed by regular policies. The Board may make adaptations to this policy as required to obtain suitable provincial/federal/municipal government and Foundation grants. This policy does not cover loans, mortgages or investments obtained to meet the goals of the Campaign.

### **Policy Statement**

Active solicitation to the Greening Campaign begins April 2023 and will continue until a date determined by the UCIM Board as the project unfolds, but is not expected to exceed December 31, 2024. UCIM will direct all designated gifts made during the Campaign period to be used toward the campaign goal.

### **Holding of Gifts**

The Greening Campaign funds will be accounted for in a manner which keeps them distinguished from other funds for all reporting, such as Operating and Financial Statements and Balance Sheets. The UCIM Finance Committee will provide oversight to ensure that the internal accounting is appropriate to protect the segregation of the funds in the General Ledger. At all times, donors will be able to obtain a clear understanding of the amount of money raised and the expenditures made. The identity of donors will be treated confidentially, with information restricted to the minimum number of people needed to process the donation and provide receipts.

Charitable donations received for the Greening Campaign will be collected and receipted through the existing systems for handling donations. Only where necessary will additional administrative processes be developed, such as, but not limited to, those for pledges from individuals.

### **Gift Acceptance**

All gifts of cash (given or pledged), securities and gifts-in-kind will be accepted; however, UCIM reserves the right to refuse gifts from donors whose declared mission and values are incompatible with that of UCIM and gifts that are not consistent with Campaign Goals and objectives. Gifts should not have restrictions placed on them by the donor that are incompatible with UCIM's mission, values, governing documents or the law, in particular, human rights or tax law.

Caution will be exercised in accepting gifts-in-kind to ensure that only such gifts which are convertible to cash or which are of actual value to the Campaign Goals are accepted. UCIM may decline gifts which are overly complex (such as real estate, residual interest, charitable remainder trusts or certified cultural property) due to limited capacity within the Congregation to process these gifts. Gifts of real and

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<sup>1</sup> Approved at UCIM Congregational Meeting, April 16, 2023

Approved UCIM Board June 20, 2023

personal property will be accepted only if there is confirmed evidence that the net value of the gift exceeds the costs to process and liquidate the gift. The decision on acceptance of any gift requiring scrutiny rests with the UCIM Board.

### **Anonymous gifts**

UCIM will accept anonymous gifts, however, if a particularly large gift is made anonymously, (that is without *any* identification of the donor) UCIM retains the right to require the donor to be identified internally before accepting the gift to ensure the source of the donation meets the acceptance criteria. In such a case, the name of the donor does not need to be made public.

No tax receipt can be issued to an internally anonymous donor.

### **Gift Recognition and Naming**

Usually, the names of individual donors will not be published or made public. Exceptions to this may be considered, with the final decision of disclosure resting with the UCIM Board. Congregate data may be presented publicly, such as x number of donors contributed x dollars, without any identifying information. Publicizing the names of corporate, government or Foundation granters is frequently a condition of receiving the grant and should be considered when applying for or before accepting the grant.

UCIM may create naming opportunities for this project, subject to approval by the UCIM Board in each instance. Naming is contingent upon fulfillment of the donor's pledge.

UCIM is committed to recognizing the generosity of the donor, but naming opportunities may not be permanent, particularly in the case of a major renovation, new construction, change of ownership or sale of the property. In the event UCIM becomes aware that the former or current conduct of the honouree is contrary to the values of the congregation, it may at its sole discretion, remove the name.

### **Challenge Gifts and Matching Donations**

UCIM encourages donors to utilize Matching Gift<sup>2</sup> programs available to them through their workplace when possible. The Campaign may solicit funds from donors for Matching Donation incentives (for example a donor commits to match every dollar raised in a certain time frame). The Campaign may also use Challenge Donations (for example, a donor announces a gift of their carbon rebate and challenges everyone to do the same). All Matching donation incentives and Challenge Donations will be considered, and approved, by the Greening Steering Committee prior to being announced publicly.

### **Deferred Gifts**

The Campaign may accept and count toward the goal, deferred gifts providing that such gifts are irrevocable, and the period of deferment is deemed to be suitable for this project. Such gifts include, but are not limited to, investments with fixed maturity dates and fully paid-up life insurance policies for

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<sup>2</sup> Programs where the employer contributes to a charity supported by an employee on a pre-determined ratio.

which UCIM is the owner and irrevocable beneficiary. Donors wishing to make bequest gifts (with an unknowable horizon) will be encouraged to designate them to the general funds or other specific funds of the congregation.

### **Pre-existing trust or funds**

Any trusts established prior to the solicitation period to which UCIM has irrevocable right may be directed to the Campaign, as long as the trust has a suitable designation for the Campaign. Any funds gathered prior to the Campaign, whether general funds or those whose designation matches the goals of the Campaign may be utilized toward the Campaign at the discretion of the UCIM Board.

### **Pledges**

The standard pledge will be in writing, for a duration of up to three years, and will constitute a contractual obligation of the donor. There may be exceptions to this policy made with the approval of the UCIM Board. The value of any canceled, defaulted or unfulfilled pledge will be subtracted from campaign totals. UCIM will work with donors making oral pledges to encourage these pledges to be made in writing or actualized in cash. The value of oral pledges will only be publicly announced in campaign totals when clearly distinguished from secured donations and irrevocably promised donations. At any time, UCIM may initiate with the donor written documentation to clarify the details of pledged donations.

### **Contingency Policy**

Rules of the Canada Revenue Agency state that in most cases, a registered charity cannot return a donor's gift. At law, a gift transfers ownership of the money or other gifted property from the donor to the charity. Once the transfer is made, the charity is obliged to use the gift in carrying out its charitable purposes. The return of gifts to donors falls more appropriately under trust law than the Income Tax Act and is ultimately a matter for a court to decide through what can be a long and expensive process. In recognition of this reality, the following Contingency Policy guides the use of Campaign Funds.

#### **a) Surplus Funds**

If the funds collected for the Campaign exceed the cost of the project, surplus monies raised will be used for other building maintenance or restoration, with a priority on projects which are in keeping with reducing the energy requirements of the building (for example, but not limited to, new windows) at the direction of the UCIM Board which will follow established policies for consultation and approval from other bodies such as the Trustees and the Congregation.

#### **b) Substantial Postponement**

In the event the project is substantially postponed because of an extension of the Campaign period, or by circumstances beyond the control of the Congregation (for example, pandemic restrictions) the funds will be held until the project can be undertaken and completed.

Approved UCIM Board June 20, 2023

**c) Amended Project**

In the event that the scope of the Greening Project is substantially amended, which can only happen by a decision of the Congregation, funds collected for the project will be directed toward the amended project.

**d) Project Termination**

In the event the project must be terminated, the funds will be used to support other activities of the congregation or another charity chosen by the Congregation, with a priority, where possible, on using the funds to reduce fossil fuel consumption. The decision to terminate the Greening Project and the reallocation of the funds within or outside the congregation can only be made by the Congregation.

In the case of c) and d) above, pledge donors will be made aware of the situation and pledges made but not yet paid may be redirected to other activities of UCIM at the direction of the donor or, if requested, rendered null and void.

Exceptions to the Contingency provisions above will be made to meet the terms of government or Foundation grants received (which are not charitable donations) in which funds may need to be returned to the granting agency.

**Amendments to this policy**

Amendments to this policy may be made by the UCIM Board and will be communicated to the Congregation as necessary.