**Goldsmiths Gift Acceptance Policy and Code of Ethical Fundraising Practice**

**Introduction**

Goldsmiths owes its origins to philanthropy. It was founded in 1891 by the Goldsmiths’ Company (as the Goldsmiths’ Company’s Technical and Recreative Institute) and in 1904 was gifted to the University of London.

Today, Goldsmiths accepts funding from a wide variety of public and private sector partners to support and enhance the delivery of the University Mission. The Development and Alumni Office (DAO) along with key senior staff led by the Warden, actively pursue the solicitation and acceptance of philanthropic gifts, for the development and benefit of the College.

A philanthropic gift is a voluntary payment (including art, artefacts, other goods or services of quantifiable value) made by an individual, company, trust, foundation or government source to enhance or otherwise contribute to the educational mission, values and purposes of Goldsmiths. Other grants and contractual arrangements which are not philanthropic gifts[[1]](#footnote-1) are subject to different procedures, and must be defined and outlined by the relevant department at Goldsmiths.

As a Higher Education Institution, the College must observe the requirements of charity law in relation to the receipt and expenditure of funds. Goldsmiths must ensure it does not bring itself into disrepute by accepting philanthropic donations from questionable or inappropriate sources and must comply with Higher Education Funding Council for England (HEFCE) procedures concerning philanthropic donations.

The purpose of this document is to help Goldsmiths staff make clear and consistent decisions regarding which prospective donors should be engaged with, as well as the acceptance or refusal of all donations offered to, and received by, Goldsmiths for any of its departments, centres and programmes.

The set of core principles below have been drafted for Goldsmiths staff to make considered and measured decisions when all types of gifts, donations or funding are pledged.

**The principles are**:

1. Goldsmiths should seek philanthropic support which is aligned with the values, strategic goals and financial needs of the College, as a legitimate, sustained and vital component of income. Goldsmiths should not accept philanthropic gifts if the donor values are not clearly understood and accepted by all parties, or that cost more in reputational terms than the benefit derived from the gift.
2. Goldsmiths is a charitable body and must observe the requirements of charity law and other relevant legislation in relation to the receipt and expenditure of funds. Goldsmiths will not engage with potential donors nor accept gifts that require action that is illegal nor derive from activity that was or is illegal.
3. All agreements with donors, including scholarship agreements, must comply with the UK Equalities Act 2010 and Data Protection legislation in order to protect the rights of individuals and advance equality of opportunity for all.
4. Goldsmiths will not accept a gift where there is an expectation of personal advancement or influence. In particular, Goldsmiths will not entertain any pressure to link a gift with any student or staff application to the University, degree results, or any act that constrains academic freedom. No member of Goldsmiths will intentionally disclose or discuss sources or amounts of donations where they think that information might influence the fairness and objectivity of other Goldsmiths decision-making processes.
5. The selection process for scholarships may consider the views of the donor, provided they do not have the casting vote. All members of any scholarship selection panel must declare whether they are known to any applicants in advance, in which case they will be omitted from the panel. All applicants must have been accepted on to the relevant course of study prior to consideration for a scholarship.
6. Goldsmiths will not usually accept anonymous donations, but will respect a donor’s wish for privacy should they wish their details not to be publicised.
7. All gifts of **£1,000 or more** must be documented in writing. This may be in the form of a thank you letter to the donor and must be recorded on the Raiser’s Edge database by the Development and Alumni Office.
8. Where gifts of **£10,000 or more** are received from a charity which sends audited accounts and has full and current approved status with a recognised national regulatory body for charities, Goldsmiths will not typically undertake further due diligence on the source of funding of such charities unless there is reason to believe that **reputational risk** or **ethical issues** may be involved.
9. If a gift of **£10,000 or more** is pledged and the donor is not a registered charity, due diligence must be undertaken following the Due Diligence Checklist outlined below. Once due diligence has taken place, the Director of Development and Alumni must decide whether the gift may be accepted or whether it needs to be referred to the Ethical Committee for Acceptance of Gifts.
10. For gifts **exceeding £100,000** due diligence must be undertaken, and the donation must be approved by the Ethical Committee for Acceptance of Gifts, regardless of the due diligence findings.
11. Written records must be kept for all donations to Goldsmiths. At a minimum this must include the donor’s name, their contact details, the amount and date of the gift, and the specific allocation of the gift if there is one. In addition, all gifts **above £10,000** must have an appropriate gift agreement to confirm that the management and governance of programmes funded through benefaction rest solely with Goldsmiths.
12. Gift Agreements must be signed by the following:

• Gifts under £100,000 – signed by the Director of Development and Alumni

• Gifts over £100,000 - signed by the Warden

1. If the situation changes after a gift has been accepted (e.g. a donor is arrested for illegal activity), Goldsmiths will review the gift agreement and act accordingly (e.g. remove a naming right, return the money etc.).

**Due Diligence Checklist**

Responsibility for all donor contact details, records and information regarding the donor’s relationship with Goldsmiths, gift agreements and other relevant documentation lies with the Development and Alumni Office. All such records and information will be held by the Development and Alumni Office and where possible, recorded on Raiser’s Edge, in full compliance with the Data Protection Act 1998. Copies of gift agreements and other relevant information can and will be made available to other appropriate departments and staff members as required.

As soon as a new donor relationship is proposed, from whatever source and from wherever within Goldsmiths, the Development and Alumni Office must be informed by the proposer and due diligence shall be carried out in accordance with the provisions above at an appropriate point during initial discussions with the donor. No official proposal outlining the terms of the gift shall be sent to the donor unless the Director of Development and Alumni is satisfied that acceptable due diligence checks have been carried out.

If the proposed gift is from a registered charity of the type referred to in the core principles, full due diligence will not be required unless there is a reputational risk or ethical concerns in accepting the gift. The Director of Development will determine the level of due diligence required in these circumstances**.**

**A Due Diligence Profile of Donor** or organisation must be completed as part of the due diligence procedure. The following headlines must be included in the profile and the subsequent checklist must be completed in reference to the due diligence findings:

* **Biography/overview of donor**

Include any relevant personal information and background. What position does/has the donor held? The geographical location of where the donation is from (particularly in relation to the size of the donation) must be considered if the country has an oppressive regime or where bribery and corruption are rife.

Brief description of the trust, foundation or company (if donor not an individual) outlining their activities, geographical reach and contact details. Details of Directors if donor is a company, and affiliated companies etc.

* **Reputation and Adverse Media Concerns**

Information on the donor’s reputation, positive or negative.

Summary of desk based research - searches should be run through resources available to the researcher completing this report including specialist sites, such as press search engine(s), and details recorded. If any information has been brought up by these searches then further and full details should be included in the Profile of the Donor under this heading.

* **Legal**

Watchlists – carry out watchlist checks. Include any other legal issues which have come to light when preparing the profile of the donor.

* **Philanthropy and previous gifts to Goldsmiths**

Check Raiser’s Edge database and records for previous gifts or any prospective gifts which have been refused by Goldsmiths and include details why. Information on the donor’s charitable interests/Corporate Social Responsibility activities.

Has the donor donated to any other universities? If so, to which ones, what for, when and how much?

Summary of other philanthropic activity - any donations declared or if an individual, have they been appointed as a charity trustee etc? Alternatively, have they left a charity they previously served or do they now appear on the list of removed trustees?

* **Relationship to Goldsmiths, University of London**

Is the donor known to Goldsmiths? If so, what is the relationship and who do they know within the University etc. Details of previous interaction. Detail any previous gifts/refused gifts to Goldsmiths in section on Philanthropy and previous gifts to Goldsmiths (above).

* **Overall Financial Position**

What financial information is currently available? For individuals is there a wealth estimate available, what information is available regarding their salary, directorships or property. For companies, what is their income/turnover, sales and assets – is information available for the last three years? For trusts, what is their income, expenditure and assets? What has their grant-making been over the past three years?

In completing Due Diligence the **Parameters** below must be considered:

|  |  |
| --- | --- |
| 1. ***Funding Need and Academic Freedom*** |  |
| * The gift is consistent and compatible with the goals, purposes and strategic plan of the University and is not judged to constitute a reputational risk or cost more in reputational terms that the benefit derived from the gift. * The gift does not limit freedom of enquiry or encroach on academic integrity, involve the expectation of undue influence on academic decisions and appointments, or require the University to provide special consideration for student admission. | **Yes**  ☐ |

|  |  |  |
| --- | --- | --- |
| 1. **Risk**   **If the answer is Yes/Maybe to these questions, further details must be included in the Profile of the Donor** | **Yes/Maybe** | **No** |
| **Adverse Media**  Have the Media Searches carried out revealed anything negative or adverse that may increase reputational risk?  Either:-  Tick No and include this statement [The following media sources were checked on the following date/s and have revealed no concerns/issues/flags or adverse media relating to the donor.  **OR**  Tick Yes/Maybe and include this statement [The following media sources were checked on the following date/s and have revealed the following concerns/issues/flags or adverse media relating to the donor(see attached Profile for full details):- | ☐ | ☐ |
|  | | |
| **Previous gifts to Goldsmiths**  Has the donor or gift previously been refused by Goldsmiths for any reason? | **Yes/Maybe**  ☐ | **No**  ☐ |
|  | | |
| 1. **Legal**   **If the answer is Yes/Maybe to these questions, further details must be included in the Profile of the Donor** | **Yes/Maybe** | **No** |
| **Watchlists**   1. Is the donor on the Consolidated List of Financial Sanctions Targets (UK)?   The HM Treasury list comprises a consolidated list of asset freeze targets designated by the United Nations, European Union and United Kingdom under legislation relating to current financial sanctions regimes.  <http://hmt-sanctions.s3.amazonaws.com/sanctionsconlist.htm> | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
|  | **Yes/Maybe** | **No** |
| 1. Does the Foreign and Commonwealth Office (FCO) advise against travel to all or part of a country associated with the donor according to the information on the FCO website?   See – FCO Watchlist of countries with Travel Advisories.  <https://www.gov.uk/foreign-travel-advice> | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
|  | **Yes/Maybe** | **No** |
| 1. Is the donor associated with a regime that is currently subject to International sanctions according to the UK government’s list linked here:-   <http://www.hm-treasury.gov.uk/fin_sanctions_currentindex.htm> | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
|  | **Yes/Maybe** | **No** |
| 1. Is the donor a Specially Designated National according to the US Department of the Treasury’s list linked here:-   <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>  The Office of Foreign Assets Control (OFAC) publishes a list of individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. It also lists individuals, groups, and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific. Collectively, such individuals and companies are called "Specially Designated Nationals" or "SDNs." Their assets are blocked and U.S. persons are generally prohibited from dealing with them. | ☐ | ☐ |

|  |  |  |
| --- | --- | --- |
| **If the answer is Yes/Maybe to this question, further details must be included in the Profile of the Donor** | **Yes/Maybe** | **No** |
| **Legal**   1. Have the searches and research carried out as part of this due diligence screening report revealed any credible evidence that acceptance of the gift will lead Goldsmiths to contravene any enacted UK legislation (including but not limited to Freedom of Information, Data Protection, Proceeds of Crime Act, Bribery Act) or that of any relevant jurisdiction? | ☐ | ☐ |
| 1. Have the searches and research carried out as part of this due diligence screening report revealed any credible evidence that the gift will be made from a source or activity that involved tax evasion or fraud, required action that is illegal, violated international conventions that bear on human rights, or suppressed or falsified academic research? | ☐ | ☐ |
|  | | |
| **If the answer is Yes/Maybe to this question, further details must be included in the Profile of the Donor and review of the donor must be carried out by the Ethical Committee.** | | |
| **Risk of acceptance of Proposed Gift**  **Will association with the donor or gift expose Goldsmiths to adverse publicity, risk damaging its reputation, or harm its relationship with other benefactors, partners, or potential students or is there any other reason that Goldsmiths should not accept this gift?** | Yes / Maybe  ☐ | No  ☐ |

**Supporting Information**

In addition to the above investigations it may be necessary to go to an expert/independent source to ask their opinion on the donor and/or gift. If this is the case copies of the correspondence will be attached to this report.

If a due diligence report has been prepared for Goldsmiths by an external provider a copy will be attached to this report. It may be necessary for other supporting information to be attached, such as the Due Diligence Profile of Donor (or other accompanying documents).

June 2017

1. Services, courses and research grants which are not classified as philanthropic gifts:

   Payment for consultancy, briefings or other services, commissioned research, courses, conferences and other activities that are managed by the Research and Enterprise Directorate

   Corporate sponsorship (with a few exceptions)

   Grants or income from research councils, the EU, research charities, learned institutions and normally other funders of research

   The majority of other research grants that are submitted and managed by the Research and Enterprise Directorate

   The appointment of research staff funded at source by foreign governments [↑](#footnote-ref-1)