
	ADRA Australia Policies and Procedures		No. CR 000 735		
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	Gift Acceptance Policy				
	Department		Section		
	Marketing		Core Documents		
	Modified By	Document Version	Effective Date		
	Marketing	2020/1	24 March 2020		
Approving Committee		Previous	Revision Date		
ADRA Board of Directors		2017/1.1	2022		

This policy applies to both ADRA Australia and Open Heart International. Unless specifically mentioned in the policy, references to ADRA Australia extend to, and include, Open Heart International.

CR 000 735 Gift Acceptance Policy

1. PURPOSE AND SCOPE

ADRA Australia actively solicits donations to fulfil its mission. The organisation values the vital financial support it receives from donors, and it always honours the intent of the donor on how it uses a donation, when such intent is known. The organisation seeks to maximise the financial resources available to achieve its mission of helping people in need without compromising the efficiency, effectiveness and integrity of its programs and projects. If donations carry certain conditions, or result from certain activities, these conditions or activities may limit the extent to which ADRA Australia remains independent from donor influences; the extent to which ADRA Australia can protect the interests of beneficiaries, while upholding its values and safeguarding its reputation; and the extent to which ADRA Australia faces adverse publicity that may result from accepting or refusing a specific donation.

This policy seeks to provide clarity to ADRA Australia personnel to aid decision-making on donation acceptance, and to outline the conditions that must be satisfied for ADRA Australia to accept or refuse a donation.



This policy applies to all ADRA Australia and OHI employees, including Conference ADRA Directors, volunteers, contractors and Company Directors – hereinafter referred to as **ADRA Australia Personnel** - specifically as they are involved in the solicitation or acceptance of donations to fund the work of ADRA Australia.

2. DEFINITIONS

- A. Beneficiary - means any person or entity which receives a benefit from ADRA Australia in pursuance of the organisation’s mission and work.
- B. Donation - means a voluntary contribution by a donor of money, property, goods or services to ADRA Australia for the purpose of furthering its mission. It does not include a sponsorship or community business partnership.
- C. Donor - means an individual or other entity that makes a contribution of value to ADRA Australia to further its mission. A donor includes an individual or entity that has previously made a donation, or an individual or entity that will do so in the future. A donor does not include an individual or entity that engages with the organisation for the purpose of trade.
- D. Mission - means the objective, purpose or cause, however so defined in ADRA Australia’s Constitution.

3. POLICY STATEMENT

3.1 Conditions for donation acceptance

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- A. ADRA Australia may accept a donation for a specific activity conducted by the organisation provided that the activity is directly related to its mission as outlined in the Constitution, that being;

“to reduce poverty by serving people and communities in need, by the provision of humanitarian, development and relief aid and assistance in Australia and overseas, without regard to ethnic, political, racial or religious association or qualification.”
- B. ADRA Australia may accept a donation to conduct a specific activity provided that the activity is practically achievable by ADRA Australia and it aligns with the organisation’s mission and values.
- C. ADRA Australia may accept a donation to conduct a new activity provided that the activity is practically achievable by ADRA Australia, aligns with the organisation’s mission and values and is developmentally sound, and provided that the donation amount is such that the activity is considered to be sustainable.
- D. ADRA Australia personnel must also consider the following in deciding whether a donation may be accepted or refused:
 - The extent of their authority to accept or refuse a donation. When unsure whether to accept a donation, ADRA Australia personnel should consult with others in the organisation that manage fundraising.
 - The assurance of no personal material benefits deriving from accepting a donation.
 - Evidence that ADRA Australia’s mission and values are best served by accepting or refusing a donation accordingly.
 - When the donor is an entity, evidence that the donation has been obtained from activities that support ADRA Australia’s mission and values, do not harm others and abide by relevant Codes of Conduct to which ADRA Australia is a signatory.
 - The extent to which their decision is based on personal, political or commercial interests, or personal views on political or ethical issues, rather than on ADRA Australia’s mission and values.

3.2 Conditions for donation refusal

ADRA Australia personnel may refuse to accept a donation to ADRA Australia where it is clear that:

- A. The activities of a donor are directly opposed to the mission and values, the publicly available policies, or to the beneficiaries of ADRA Australia; or
- B. The cost to ADRA Australia of accepting a donation will be greater than the value of the donation itself; or
- C. Acceptance of the donation will directly lead to a net decline in the asset base of ADRA Australia; or
- D. The offer of a donation is dependent upon the fulfilment of certain conditions by ADRA Australia, where the conditions are:
 - contrary to the taxation status of ADRA Australia regarding receipt of a donation (if any);

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- in itself, contrary to the mission and values of ADRA Australia;
- in itself, contrary to the current policies or work priorities of ADRA Australia; or
- requires ADRA Australia to first spend its own money or resources; or
- contrary to Codes of Conduct to which ADRA Australia is a signatory; or
- impossible for ADRA Australia to practically achieve.

3.3 Maintaining records

ADRA Australia personnel must be able to demonstrate the evidence they used to form their decision to accept or refuse a donation. In particular, ADRA Australia personnel must demonstrate evidence when:

- it is not immediately clear what will be achieved or what ADRA Australia activities can be conducted with the proposed donation;
- large sums of money or property are involved;
- there is reasonable likelihood that the donor is not able to make financial decisions on their own;
- there is reason to believe that a decision taken by ADRA Australia personnel may expose ADRA Australia to litigation; or
- there is the threat of negative publicity to ADRA Australia by the refusal of a donation.

4. CONSEQUENCES

A breach of this policy may result in disciplinary action. In some cases, this could include termination of employment or volunteering.

5. KEY RELATED POLICIES AND DOCUMENTS

Financial Donations Use and Communication

ADRA Australia Delegations of Authority