



Fondation du
Complexe de santé
Reine Elizabeth

Queen Elizabeth
Health Complex
Foundation

GIFT ACCEPTANCE AND SUSTAINABILITY ALLOCATION POLICY

(est. May 2020)

Board Responsibility

The Board of Directors of the QEHCF has, among its duties, the responsibility to steward and oversee all fundraising and development activities. The QEHCF Board of Directors may accept gifts in accordance with the policies and practices outlined in this document.

Administrative Responsibility

The QEHCF's day to day fundraising and management activities are directed and supported by the Executive Director of the Foundation under the direction and authority of the QEHCF Board of Directors.

Administrative Practices

This policy and the practices outlined have been developed to provide guidance to all QEHCF staff and volunteers, Boards or committees, and any other individuals or groups acting on behalf of the QEHCF in promoting or soliciting gifts and to govern the management, use and recognition of all gifts.

THE QEHCF WILL FOLLOW THESE PROCEDURES:

- Acceptance of any contribution, gift or grant is at the discretion of the Board of Directors of the Queen Elizabeth Health Complex Foundation (QEHCF). QEHCF will not accept any gift unless it can be used or expended consistent with the purpose and mission of the QEHCF.
- No gift will be accepted if under any reasonable set of circumstances, the gift would jeopardize the donor's financial security.
- QEHCF will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their professional advisors to assist them in the process of making a gift.



- QEHCF will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of the Administrator of QEHCF.
- Certain other gifts, real property, personal property, some in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the QEHCF.
- The QEHCF will provide acknowledgment to donors meeting Canada Revenue Agency (CRA) substantiation requirements for property received by QEHCF as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by QEHCF unless specifically allowed for under the regulations of CRA.
- QEHCF will **respect the intent of the donor** relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, QEHCF will restrict information about the donor to only those staff and Board members with a need to know.
- QEHCF will implement a **Sustainability Allocation Fee on all designated/restricted gifts** to ensure that the cost to raise funds and maintain strong, fulfilling relationships with donors is taken care of. It is the professional delivery of gift receipting, fund accounting, granting, donor reports, recognition, stewardship and donor relationship management that ensures that the QEHCF is an organization of choice for informed donors.

The Sustainability Allocation Fee will assess a **one-time 7% sustainability allocation on all donor-restricted gifts (designated). A maximum of \$150,000 will apply per any given restricted donation.** (this includes testamentary gifts, and all donations in support of endowed funds).

The **one-time assessment of the allocation** will be retained upon receipt of the gift and will be allocated to a separate line item within the financial tracking system.



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There will be a **yearly ceiling of \$150,000** retained by the QEHCF in regard to the Sustainability Fee on all donor-restricted gifts.

The following will not be subject to the Sustainability Allocation Fee:

- Testamentary gifts and pledged donations that **predate** the implementation of the Policy (including payments on such pledges);
 - In-kind donations to be retained by the Foundation; such as gifts of equipment, works of art, etc. In-kind donations that are normally sold upon receipt by the Foundation (such as real estate or securities) will be subject to assessment upon liquidation;
 - Donations toward pre-approved planned giving instruments such as: life insurance policy premiums; donor annuities with existing life-interest commitments, etc.
- QEHCF will not compensate through commissions or finders' fees, any third party for directing a gift or a donor to QEHCF.
- Should the QEHCF have a year-end surplus, the sustainability allocations will be placed in a **special reserve account** to ensure the Foundation's sustainability.
- The QEHCF subscribes to the *Donor Bill of Rights*, the *Code of Ethical Principles and Standards of Professional Practice* of the Association of Fundraising Professionals (AFP). It is expected that the QEHCF complies with all relevant laws and regulations including charitable registration with local authorities.

Approved on _____ in Montreal, QC

by:

Nauzie Dibai
QEHCF President

QEHCF Board member