



TRINITY HALL  
CAMBRIDGE

## **Trinity Hall - policies on the acceptance of gifts**

Throughout its history, philanthropic gifts have played a major part in creating and sustaining Trinity Hall as a vibrant and respected educational institution. This tradition continues and Trinity Hall welcomes philanthropic gifts in support of its objects and purposes as outlined in the College Statutes. Financial and other gifts are sought and accepted according to the College's policies on ethical donations, gift acceptance and acknowledgement, and due diligence.

### **Ethical donations policy**

Trinity Hall receives and makes charitable donations.

Any charitable donations received by the College must be for exclusively charitable purposes, not inconsistent with the College's Objects and Purposes and shall not improperly influence any decisions made by or on behalf of the College. Any donation in excess of £100,000 will be recognised by a gift agreement.

Charitable donations made by the College are done so in accordance with Statute XVI(5) of the Trinity Hall Statutes and are awarded by the College's Charities Committee which is constituted for this purpose.

Trinity Hall will co-operate with the University's Development and Alumni Relations Office and adheres to Charity Commission best practice guidelines for the acceptance of donations to support the College's aims, interests and purposes.

*<https://www.gov.uk/government/organisations/charity-commission>*

### **Gift acceptance and acknowledgement policy**

Trinity Hall is very grateful for the philanthropic support it receives from its alumni, friends and charitable organisations.

All gifts are received subject to the College's ethical donations and due diligence policies. The College reserves the right to refuse any gifts which contravene these policies or which might incur uneconomic costs or obligations upon the College.

All gifts to the College are acknowledged formally to the donor in a manner which allows both College and donor to be confident of the amount of the gift, the purpose of the gift, any specific wishes of the donor and giving a clear indication of how the College intends to use the gift.

UK donors making their gifts under the Gift Aid Scheme also receive notification of the amount of gift aid to be reclaimed. Donors making a regular gift by Direct Debit receive confirmation of their Direct Debit instruction and advance notification of the dates and amounts of payments, in accordance with the terms of the BACS Direct Debit guarantee. For overseas donors, tax receipts appropriate to the tax residency of the donor are provided on request. Formal acknowledgements are usually issued by post but may be sent by email where this is a more appropriate means of communication.

In general, a gift that comprises a pledge to give a total sum over a period of time is accepted and acknowledged at the time the pledge is made. Individual payments against the pledge are not normally acknowledged separately.

All gifts of £100,000 or over are subject to written gift agreement providing explicit confirmation of the particulars of the gift and its purpose. Gifts which benefit the College and University jointly will also receive a separate written agreement from the University.

This policy applies equally to financial gifts and gifts of property, goods and services. When receiving non-financial gifts, the College will assess whether acceptance of the gift might result in additional costs or obligations to the College and will ensure that both the College's and the donor's expectations around the gift are clearly understood, using a written gift agreement where appropriate.

Unless anonymity is requested, all donors are also acknowledged in the College's List of Donors, published annually. Amounts of donations are treated as confidential. It is College policy to not announce exact amounts of donations publically or to share this information with organisations outside of collegiate Cambridge. Members of giving circles may be listed publically unless the donor requests anonymity.

### **Due diligence policy**

Trinity Hall is aware of its obligation to protect the financial security and reputation of the College.

All gifts over a certain level, currently £100,000 cumulative giving, are routinely subject to a due diligence review designed to identify any risks to the College arising from gift acceptance. The results of this review will be considered by the College's Development Committee or by a sub Committee of the Master, Bursar and Development Director where time does not allow. Gifts below this level will also be reviewed should the Development Director consider it advisable. All College fellows and staff should make the Development Director aware of any concerns over the nature of a gift or series of gifts.

These due diligence provisions apply also to gifts of a non-philanthropic nature, i.e. in sponsorship of the College's activities or its student led Clubs and Societies.

Where a gift is made jointly to the College and the University or where a gift makes the donor eligible for University recognition, the Development Director will consult with the University's Development and Alumni Relations department to coordinate and consult on due diligence activities.