Title of Policy/Procedure: **DONATION/SPONSORSHIP ACCEPTANCE AND REFUSAL POLICY**

Ratified by MC (Chair signature): ……..

Date of ratification by MC: ……..

Review Date: ……..

STATEMENT OF INTENT

The intent of this policy is to enable CADA NI to identify their position on acceptance or refusal of donations and/or offers of sponsorship.

RESPONSIBILITY

Ultimate responsibility in respect of the acceptance or refusal of all donations/offers of sponsorship, rests with CADA NI's Management Committee.

The Management Committee must be able to demonstrate that they have acted "in the best interest" of CADA NI irrespective of any individual or collective personal interest or preference, in each and every case. In making these judgments, Management Committee Members must not allow individual or collective personal, political or ethical issues, which are not directly related to the interests of CADA NI, to affect their judgment.

Management Committee Members must derive no personal benefit (individually or collectively) from donations, loans or other material support offered to CADA NI.

GUIDING PRINCIPLES

Management Committee Members should be able to demonstrate that acceptance of the donation/offer of sponsorship will not be detrimental to the achievement of its purposes.

A donation/offer of sponsorship will be refused if it is deemed:

- unlawful to accept it (e.g., it is known that the gift comprises the proceeds of crime);

or

- detrimental to the achievement of the purposes of CADA NI, as set out in the constitution. Such detrimental or anticipated detriment has to be set against the benefit of having the funds from the donor, which enable the organisation to pursue its purposes.

ACCEPTANCE/REFUSAL

Donations/offers of sponsorship can be refused when in direct conflict with ethics and values that are clearly linked to the charitable purposes of CADA NI. CADA NI should refuse donations from and should not seek donations from companies or individuals whose activity is in conflict with the ethics and values relevant to the promotion of human rights, diversity and inclusion and the best practice principles of international development.

All donations/offers of sponsorships should be brought to the attention of the CADA NI Management Committee for a decision regarding acceptance.

Acceptance or refusal of a donation/offer of sponsorship will be the decision of the CADA NI Trustees.

In the instance of refusing a donation/offer of sponsorship, the CADA NI Management Committee are responsible for writing to the donor to acknowledge and explain the refusal of the donation.