



Gift Acceptance Policy

Purpose

The purpose of the Gift Acceptance Policy is threefold...

- To maintain integrity and discipline around financial donations,
- To provide education about best gift acceptance practices, and
- To preserve and strengthen donor relationships.

Policy Application

This policy applies to donations and contributions received through any fundraising activities of GRACE, including: general donation, annual giving, planned gifts, special fund raising initiatives and campaigns.

Gift Eligibility

The following gifts are deemed eligible for acceptance by CAC Way

- Cash
- Will and bequest
- Charitable gift annuities
- Life insurance Policy
- Retirement fund
- Publicly traded securities
- Charitable remainder trusts and residual interest gifts
- Gifts of property (in-kind) and miscellaneous gifts

Cash

CAC Way accepts cash (cash, check, credit/debit card transactions, ACH, online payment processing, and money orders). Checks and money orders should be made

payable to “Godly Response To Abuse in the Christian Environment”). Post-dated checks are accepted.

Will and Bequest

Bequests made to the CAC Way may qualify as a charitable gift if the terms and conditions of the bequest are acceptable under CAC Way’s gift acceptance policies. Official receipts will be issued to the estate of the deceased.

CAC Way requires a copy of documents naming CAC Way as a beneficiary for our files, prior to a tax receipt being issued.

Charitable Gift Annuities

CAC Way will consider charitable gift annuities on a case-by-case basis. The tax receiptable amount will be determined according to Internal Revenue Service (IRS) Guidelines.

Life Insurance Policy

CAC Way will accept a life insurance policy as a gift if it is named as beneficiary or is both the irrevocable owner and beneficiary. The tax receiptable amount will be determined according to IRS Guidelines.

Any premiums due are the responsibility of the donor. If the insurance policy lapses for non-payment prior to maturity because a donor fails to provide for premium payments, CAC Way may:

- continue to pay the premiums,
- convert the policy to paid up insurance, or
- surrender the policy for its current cash value.

When a life insurance policy is absolutely assigned to CAC Way, any consent that is required by provincial regulations to change a beneficiary must be signed before the transfer represents a valid charitable donation.

Retirement Fund

CAC Way will accept the proceeds of a retirement fund as a gift if it is named as beneficiary. The tax receiptable amount will be determined according to IRS Guidelines.

Publicly Traded Securities

As a general rule, CAC Way will only accept gifts of securities that are publicly traded stocks and bonds. The value and the tax receiptable amount of such a donation are determined by the value of trading on the date of receipt of donation.

All stocks and securities CAC Way receives from donors will be sold upon completion of the stock transfer without exception.

Charitable Remainder Trust and Residual Interest Gifts

CAC Way will accept a charitable remainder trust as a gift if it is named as capital beneficiary. The tax receiptable amount will be determined according to IRS Guidelines.

Gifts-In-Kind

All proposals for gifts-in-kind to CAC Way shall be reviewed by the Executive Director in conjunction with the Director of Development, and legal counsel if deemed necessary. Gifts of property will be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the use of the gift.

Gifts-in-kind/ gifts of property valued at less than 10,000NGN (i.e. tickets, merchandise, office supplies, etc..) will be accepted only if the gift in question can be properly utilized by CAC Way, and that the efforts required to facilitate the gift does not place a significant drain on CAC Way resources.

Other miscellaneous gifts could include...

- Intellectual property rights
- Professional services (signage design, website development, event marketing, sponsorships, etc.)

Principle & Conflict of Interest

As a matter of principle, CAC Way will engage in the following practices:

1. CAC Way will not accept gifts, enter into partnerships, or accept support that will compromise its commitment to its mission and essential values.
2. CAC Way will not accept gifts that are not recognized by IRS, or violate federal, state, or local laws, statute, or ordinance.
3. CAC Way will not accept gifts that could influence a CAC Way investigation, consultation, or certification.
4. CAC Way will not accept gifts that contain unreasonable conditions or partial interest in property.
5. CAC Way will not accept gifts that are made with conditions that state the proceeds will be spent by CAC Way for the personal benefit of any named individual.
6. CAC Way will not accept gifts that could expose CAC Way to liability.
7. CAC Way values and will protect its integrity, autonomy and funding freedom, and does not accept gifts when a condition of such acceptance would compromise these fundamental principles.
8. GRACE reserves the right to accept or decline any gift. The final decision to decline a gift rests with the Board of Directors.
9. Gifts that results from, or could result from illegal or unethical activity are not acceptable.
10. CAC Way encourages donors to seek independent advice if the proposed gift is a planned gift and/or CAC Way has reason to believe that the proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
11. CAC Way will not provide personal legal, financial or other professional advice to donors or prospective donors. Donors and prospective donors are strongly urged to seek the assistance of their own professional advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

Who May Accept Gifts

Only representatives and board members who have been given authority to accept gifts on behalf of CAC Way are allowed to do so. These individuals include, but are not limited to,

- the Board of Directors,
- the Executive Director,
- and the Director of Development.

Violations of Our Gift Acceptance Policy

If it is discovered that any gifts are accepted that violate CAC Way's Gift Acceptance Policy, if possible, the gift will be returned with an apology and an explanation of why

the gift was returned. If a gift cannot be returned then legal counsel will be sought in order to determine how to best move forward with the gift and the donor involved.

The Board will decide what an appropriate action is for the CAC Way representative (s) who violated the Gift Acceptance Policy, up to and/or including termination of employment or position with CAC Way.

Legal Counsel Involvement

CAC Way may seek advice from legal counsel in relation to gift acceptance when appropriate. Here are a few examples of times when review by counsel might be necessary:

- Administration of any estate in which CAC Way is named as a beneficiary
- Any transactions with potential conflicts of interest, including the use of Board members as sales agents in transactions, leases of gift property to a CAC Way representative or Board Member, etc.
- Any gifts of patents or intellectual property
- Certain gifts (like closely held stock transfers) that are subject to restrictions or buy-sell agreements
- Other circumstances in which use of counsel is deemed appropriate by CAC Way's Executive Director and/or Board of Directors.

GRACE will encourage donors to seek their own tax or legal counsel before making a gift.

Donor Communication & Acknowledgment

CAC Way holds all communications with donors and information concerning donors and prospective donors in strict confidence, subject to legally authorized and enforceable requests for information by government agencies and courts. All other requests for or releases of information concerning a donor or a prospective donor will be granted only if permission is first obtained from the donor.

All gifts made to CAC Way will receive an acknowledgement from the CAC Way Director of Development within two weeks of receipt of the gift, if possible. An acknowledgement letter including a formal tax receipt for monetary donations will be sent to each donor for their gift(s) at the end of each year.

Anonymity will be granted to any donor who makes this request.