

## **PARTNERSHIPS AND DONATIONS POLICY**

### **CONTEXT**

As the peak body, Philanthropy Australia (PA) serves a community of funders, grant-makers, social investors and change agents working to achieve positive change by leveraging their financial assets and influence. We give our members a collective voice and ability to influence and shape the future of the sector and advance philanthropy.

Our vision is for a generous and inclusive Australia and our purpose is to inspire more and better philanthropy. PA aims to utilise a strategic, consistent, and transparent approach for seeking, accepting and managing partnerships, fundraising activities and donations [voluntary income]. This includes appropriate recognition for these arrangements.

### **OBJECTIVE AND SCOPE**

The objectives of this policy are to ensure:

- the solicitation and administration of voluntary income:
  - complies with PA's legal obligations while observing the interests of our partners and donors;
  - is financially responsible;
  - benefits PA's objectives in a manner which maintains the good will and confidence of partners and respects their wishes
- there is clarity as to the where responsibility and accountability for the solicitation and administration of voluntary income lies
- there is a clear decision-making framework within PA

This policy applies to all gifts and sponsorship PA receives and their administration. This includes gifts and sponsorship received from philanthropic, corporate and governmental bodies and individuals. It also includes related party transactions; noting that all charities will be required to report related party transactions in the 2023 Annual Information Statement. The policy does not cover – but is aligned with – PA's Membership Policy.

### **POLICY**

- PA must ensure all voluntary income is:
  - lawfully and responsibly sourced;
  - used to support PA's vision, purpose, objects and strategy;
  - appropriately acknowledged, receipted and recorded; and
  - to the best of PA's efforts, used to fulfil the partners and donors' wishes.
- PA reserves the right to decline any proposed partnership or donation at any time. This may include but not be limited to where:

- accepting the voluntary income creates unacceptable conflicts of interest;
- the activities of the proposed donor or sponsor are incompatible with PA's stated Values and Behaviours including the Trust values of being caring and direct in our conversations, accountable for our decisions, and do what we say we'll do and of being committed to deepening trust between donors, service providers and beneficiaries; accepting the voluntary income exposes PA to reputational risk;
- accepting the voluntary income may compromise the integrity and autonomy of PA;
- the voluntary income is tied to funding an individual rather than a role;
- the cost of accepting the voluntary income will be greater than the value of the partnership or donation; or
- the offer of the voluntary income is dependent upon the fulfilment of certain conditions by PA, where the conditions are:
  - contrary to the taxation status of PA regarding receipt of a donation;
  - in itself, contrary to PA's objects; and
  - in itself, contrary to PA's current policies or work priorities.
- PA recognises that working with government and seeking to influence government policy are integral activities as we work to achieve our strategic objectives. In this context, PA will consider partnership and accepting funds from government (including Federal and State). PA is committed to recognising and acknowledging the financial (or in-kind) support provided.

## PROCEDURES

- PA board members, staff and contractors who interact with donors and partners must:
  - act with integrity and fairness and within the relevant laws;
  - not allow personal, political or commercial interests, or personal views on political or ethical issues to affect their decision to accept or refuse voluntary income;
  - not derive personal material benefit from voluntary income received by PA;
  - disclose any conflicts of interest; and
  - abide by PA's Values and Behaviours and ensure prospective partners are aware of them.
- The CEO or Executive Director responsible for the donor or partner relationship must ensure that:
  - PA obtains sufficient information about the donor or partner for the purpose of voluntary income acceptance.
  - where the donor or partner is supporting a Chapter group, for donations under

\$10,000 we will start by asking the Chapter Group Committee to confirm the source and if it is a new source, we will ask the Committee to provide details. For donations over \$10,000 PA will contact the donor directly if required to conduct our due diligence.

- sensitive or personal information about the donor or partner is only shared by PA with third-parties with the express consent of the donor or partner; and
- recognition agreements with donors and partners are approved and formalised in accordance with PA's Recognition Policy and Matrix.

## **ROLES AND RESPONSIBILITIES**

- The Board is responsible for oversight and review of this policy with its implementation delegated to the Governance and Nominations Committee, the CEO and the Executive Directors.
- The Board should be informed directly of any offer of voluntary income that is from:
  - An existing or previous partner where the proposed amount represents over 5% of Philanthropy Australia's annual income; or
  - A new funder or source where the proposed amount is over \$10,000; or
  - From a governmental source.
- For gifts that don't fall into the above categories but where the CEO considers there are still significant risks in accepting the gift, the CEO is expected to inform the Board.
- The Governance and Nominations Committee has day-to-day oversight of this policy and the management and consideration of any complaints received. The Governance and Nominations Committee should report to the Board at each board meeting on how it has conducted this oversight including where an offer of voluntary income has been declined.
- All board members, staff and contractors are responsible for adhering to this policy and ensuring that where required, decisions on whether to accept voluntary income are referred to the Governance and Nominations Committee and the Board.
- The CEO or Executive Director responsible for the donor or partner relationship must ensure accurate record keeping and document retention. This includes in instances where an offer of voluntary income is declined.

### Document Change History

<b>Policy:</b>	<i>Governance</i>	<b>Location:</b>	<i>Policy Wiki</i>
<b>Author:</b>	<i>CEO</i>	<b>Version History:</b>	<i>October 2022</i>
<b>Approved by:</b>	<i>Board</i>	<b>Review date:</b>	<i>December 2023</i>

## APPENDIX 1: VALUES AND BEHAVIOURS

As at 18 Feb 2022

### RESPECT

- We respect the inherent dignity of each and every human and each individual's skills, experience, and contribution.
- We acknowledge the special connection of First Nations peoples to the lands and waters on which we work, and we pay our respects to First Nations Custodians and Elders past, present and emerging.
- We value when people give of their time, treasure, talent, and ties to good causes.

### IMPACT

- We encourage philanthropy that makes a real and lasting difference by supporting organisations in their programs, capacity, and advocacy.
- We practice, and foster, collaboration as we build connections for greater impact.
- We encourage funders to be strategic, catalytic, and responsive to need in their giving.

### TRUST

- We create welcoming environments that are safe, inspiring, and fun.
- We are caring and direct in our conversations, accountable for our decisions, and do what we say we'll do.
- We are committed to deepening trust between donors, service providers and beneficiaries.

### CELEBRATION

- We promote the joy of philanthropy and profile inspiring philanthropy.
- We celebrate and build a culture of learning.
- We create space for all voices to be heard and celebrated.

### HUMILITY

- We don't have all the answers and we look to learn from others.
- We grow from our mistakes and our vulnerabilities.
- We carve out time to be still and listen deeply.

### SHARING

- We practice, and encourage, the timely sharing of information, knowledge, experience, and expertise.
- We work as one PA team with a shared commitment to our vision, purpose and values.
- We share our appreciation with those who support and enable our work.

We advocate for a values-based, holistic philanthropy which benefits humanity both in Australia and around the world. We see philanthropy as contributing to five key areas of human endeavour:

1. The alleviation of suffering
2. The realisation of potential
3. The protection of basic human rights
4. The expression of what it means to be human
5. The sustainability of our planet