



## Synchronicity Earth Donations Acceptance Policy

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**DATE of LATEST BOARD APPROVAL: 27<sup>th</sup> March 2024**

**KEY RESPONSIBILITY: Head of Philanthropy**

### Purpose

This document sets out the policy for the acceptance of donations. Synchronicity Earth encourages philanthropic support, in line with its charitable status, and views increasing such support as a key element in being able to fulfil its mission.

### Context

The trustees of Synchronicity Earth are expected to accept donations given to the charity for purposes consistent with the charity's aims and objectives, but the Trustees have the discretion to consider other factors relevant to the charity's best interests.

### Scope

This policy applies to all philanthropic donations received by Synchronicity Earth including cash, shares, property, legacies, sponsorship, donations in kind and pro bono work.

For clarity, this includes incoming grants from Foundations and Trusts.

A donation or gift, is a voluntary transfer of money by an individual or organisation, made with philanthropic intent for the benefit of the charity.

Synchronicity Earth seeks and can accept donations from the following sources in accordance with this policy:

- Donations from individuals in the UK and overseas.
- Donations from donor platforms (e.g. CAF) in the UK and overseas.
- Grants from charitable trusts and foundations in the UK and overseas.
- Donations from companies in the UK and overseas.
- Donations from legacy bequests in the UK and overseas.
- Donations from national government bodies in the UK and overseas.

### Acceptance Principles

1. Donations are accepted and held by Synchronicity Earth in accordance with relevant legislation and regulation, which includes:
  - a. The Charities Act 1992: in relation to commercial participators and professional fundraisers.



- b. The Charities Act 2011: in relation to seeking the view of the Charity Commission on whether to accept or refuse a particular donation, or an order to sanction the trustee's dealings with charity property.
  - c. Data Protection 1998: in relation to handling the personal data of any donors.
  - d. Freedom of information Act 2000: in relation to freedom of information requests
  - e. The Bribery Act 2010: in relation to bribery offences.
  - f. Finance Act 2011: in relation to tainted charity donations.
  - g. Proceeds of Crime Act 2002: in relation to suspected money laundering.
  - h. Terrorism Act 2000: in relation to disclosures of beliefs or suspicions of terrorism offences.
2. Any concerns about the legality of a donation will be referred to the Board of Trustees.
3. Synchronicity Earth will consider matters connected with donors that could be harmful to our reputation. Following initial analysis, information will be provided to the Board for consideration if any donor funding is associated with any of the 'exclusions' outlined in this policy. If, after careful consideration, donations do fall within these exclusion categories they will be declined.

Exclusions - Synchronicity Earth will not accept donations where it is determined that:

  - a. There is a high risk that funds may have been illegally obtained.
  - b. The source of the majority of funding is **currently** derived from the below exclusion industries:
    - i. Armaments (offensive armaments and weapons systems).
    - ii. Pornography.
    - iii. Trading of flora or fauna species in violation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
4. All donors will undergo detailed due diligence taking into account, on a case-by-case basis, a donor's approach to philanthropic giving, impact versus harm, human rights and transparency.
5. Due diligence may also consider the views of our partners.
6. We do not accept donations or payments from sources that could compromise our independence or attempt to influence the positions or actions that Synchronicity Earth takes in its advocacy and outreach work within the United Kingdom or beyond its borders.
7. Donor due diligence information storage and retention will conform with the policies within Synchronicity Earth's Data Protection Policy.



8. Synchronicity Earth will not accept anonymous donations above £1,500 (where the donor is anonymous and donating periodically through online platforms such as Just Giving, we will not accept cumulative donations per annum above £1,500).
9. Synchronicity Earth will not accept donations that are too difficult or expensive to administer or could create unacceptable liability or future expense.

### Procedures for screening of grants and donations

Synchronicity Earth will take a risk-based approach to screening, as outlined previously, and will use the framework given by the UK Charity Commission in their [Compliance Toolkit, Protecting Charities from Harm, 'Tool 6: Know your Donor'](#), to undertake due diligence on donors and potential donors. Donor due diligence will be undertaken if there are any concerns about a donor and for all donations received over £20,000 as well as for all proposals for funding over £20,000 (cumulative). For all funding proposals, potential donors will be screened before any proposal is made.

Due diligence will look at the donor's registration documents, financial stability, compliance to legal frameworks, reputation, track record, as well as directors, trustees, and holding companies. The process will also involve a survey of the donor's social media presence, website, and any mentions in the news.

Any concerns raised during donor due diligence will be taken to the Board of Trustees. Any decision relating to legality, conflicts of interest and reputation risk will be taken by the Board.

### Bequests and Gift Restrictions

Synchronicity Earth welcomes notifications by donors that they have included Synchronicity Earth in their wills or estate plans. This information will be recorded confidentially.

Unrestricted gifts are extremely important to Synchronicity Earth and will be allocated to purposes that fulfil the charity's aims and objectives at the discretion of the Board of Trustees. Restricted donations should fit within the aims and objectives of the charity. Any concerns about the restrictions placed on a donation will be referred to the Board of trustees.

### Processing of donations

1. All donations to Synchronicity Earth will be processed and recorded confidentially and in compliance with UK Data Protection requirements.
2. Synchronicity Earth may accept the following types of assets:
  - a. Cash (notes and coins) up to £500.
  - b. Transfers of cash in the form of bank transfers and cheques.
  - c. Securities (stock and bonds), when approved by the Board of Trustees.
  - d. Property and other Real Estate, when approved by the Board of Trustees.
  - e. Personal Property, which is to be sold, when approved by the Board of Trustees.
3. A donor's right to remain anonymous externally will be maintained, but full details will



be recorded within the donations database.

4. All donors and bequest intentions will receive appropriate acknowledgment and recognition for their donations and gifts, as well as assurance that their gift will be used for the purposes designated.

### Legal and Financial Advice

Synchronicity Earth does not provide legal advice or financial planning services for donors. Prospective donors should seek assistance from their own legal and financial advisors in matters relating to donations and to tax and estate planning.

Initially approved by the Board	14 <sup>th</sup> October 2016
Last Board Review	27 <sup>th</sup> March 2024
Next review by the Board	March 2026
Comments	