



**PROJECT ROZANA**  
פרויקט רוזנה    مشروع روزانا

# GIFT ACCEPTANCE POLICY

<b>VERSION</b>	1
<b>PERSON RESPONSIBLE</b>	Executive Director
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## POLICY AMENDMENTS

This is a working document and subject to amendment. This Policy will be available in English, Hebrew and Arabic.

Any suggestions about this Policy should be directed to the Project Rozana Executive Director so changes can be considered. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The Executive Director is responsible for maintaining this document; including updating confirmed changes, informing staff of the changes, and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the Document Version table on the first page;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual e.g., shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of manual.

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## 1. PREAMBLE

This policy was written by Project Rozana in Australia. It may be used as a template across all Project Rozana offices. Project Rozana operates five offices registered in each of Australia, USA, Canada, UK and Israel, which are part of the Project Rozana Global Alliance. In this policy, 'Chair' means Chair of Project Rozana International. Unless specified otherwise the 'Board' refers to the board of Project Rozana Australia.

## 2. INTRODUCTION

Project Rozana is a non-profit, charitable organisation registered under Australian law. Project Rozana welcomes donations and grants to fulfil its mission to build bridges to better understanding between Israelis and Palestinians using the platform of health.

## 3. PURPOSE

This policy provides a guide to making clear and consistent decisions regarding the acceptance or refusal of a donation. In doing so, it to enable Project Rozana to live up to its commitment to transparency and accountability while reducing reputational risks that may compromise the important work of the organisation.

The Gift Acceptance Policy complies with the Fundraising Institute of Australia's (FIA) code of conduct and has been heavily informed by that policy to ensure the highest standards of ethical and transparent fundraising practices.

## 4. SCOPE

This policy applies to the following people:

- Project Rozana staff members, particularly those engaged in grant writing and fundraising;
- Project Rozana donors and prospective donors;
- Project Rozana Board of Directors; and
- Partner organisations.

## 5. DEFINITIONS

**Donor:** an individual or other entity that makes a contribution of value to an Organisation to further the Organisation's Objects. A Donor includes prospective Donors and an individual or entity that has previously made a Donation. A Donor does not include an individual or entity that engages with an Organisation for the purpose of trade.

**Gift:** In accordance with Australian Tax Office (ATO) guidelines, Project Rozana defines a gift as:

- A voluntary transfer of money or property where the donor receives no material benefit or advantage; and
- A gift of money or property, which includes financial assets such as shares.

For the purposes of this policy, Project Rozana will also consider a gift-in-kind of services or pro-bono support to be a gift.

## 6. PRINCIPLES

Project Rozana solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.

Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following limitations:

- Project Rozana will not accept any gifts from an organisation operating in any of the following industries: the tobacco industry, the pornography industry, the gambling industry;
- Project Rozana will not accept a gift when there is a reasonable belief that the donor is in vulnerable circumstances or lacks capacity to make a decision to donate;
- Project Rozana will not accept a gift when to do so would compromise the interests or objectives of Project Rozana;
- Project Rozana will not accept a gift where the activities of the donor are incompatible with the objectives of Project Rozana;
- Project Rozana will not accept a gift where the cost of accepting the gift would be greater than the value of the gift itself;
- Project Rozana will not accept a gift where there is reason to believe that accepting the gift will damage the reputation and brand of our organisation;
- Project Rozana will not accept a gift where there is reason to believe that accepting the gift may result in litigation;

## 7. PROCEDURES

### 7.1 Unacceptable Gifts

All donors will be treated with courtesy and respect regardless of whether or not their gift can be accepted.

If Project Rozana determines that it is unable to accept a gift from an individual or organisation, it will notify them immediately. Should the gift have already been received

by Project Rozana, it will be returned to the donor promptly. Project Rozana will bear the cost of returning the donation and will clearly articulate the reason for not accepting the gift.

If a donor is not satisfied with the reason for the non-acceptance, they may follow standard complaints procedures as outlined in Project Rozana's Feedback and Complaints Policy

Project Rozana will keep a register of any declined gifts. The register will include the date, gift amount, name of donor and the reason the gift was declined.

## 7.2 Transparency and Reporting

Project Rozana commits to:

- Accounting for all gifts in a manner that allows donors and the public to develop a clear and accurate picture of Project Rozana's financial activities.
- Respecting donors' wishes for anonymity and consulting with donors to obtain their permission before public disclosure of their giving.
- Operating ethically and conducting itself in accordance with the FAI's Code of Conduct.

## 7.3 Naming Opportunities

Authority to accept or decline any proposal to apply a donor's name to any Project Rozana program (on a temporary or permanent basis) rests with the Executive Director, in consultation with the Development Directors and approval by the Board.

## 8. ROLES AND RESPONSIBILITIES

The Executive Director is responsible for ensuring that:

- The organisation adheres to the Gift Acceptance Policy;
- Guidance is sought from the Board for gifts that fall outside of this policy.

### 8.1 Delegation of Authority

With the exception of naming rights, the Executive Director may delegate authority to the Development Director(s) to evaluate, negotiate and decline gifts, and create and execute gift agreements with prospective donors in keeping with this policy.

## 9. REFERENCES / OTHER POLICIES

This policy must be read and understood in conjunction with:

- Counter Terrorism and Fraud Prevention Policy