

## **‘Wings to Fly’**

### **Donation Acceptance Policy**

‘Wings to Fly’ (WtF) charity seeks support from a wide range of individuals and organisations to assist in achieving our objectives. We consider potential donations and sponsorships individually and do not maintain a specific list of requirements and exclusions. We assess all donations and sponsorships against three criteria:

They must:

- support the charitable objectives of the WtF
- reflect the integrity of the WtF
- not influence the WtF decisions or decision making processes

The Chair is responsible for ensuring donations and sponsorships are monitored as they are received. The WtF will accept donations and sponsorships which abide by the principles above and have no risk attached. If Trustees have any concerns around a donation or sponsorship, these are raised with the Chair.

Where there is concern in relation to the criteria, we will undertake due diligence to establish the legitimacy of the donation or sponsorship. This may include requirement of proof of identity and proof of the source of funds. Our general research, in accordance with Data Protection guidelines, may also include reference to HM Treasury and Office of Financial Sanctions list and Companies’ House database of disqualified directors.

The charity Trustees must also raise concerns about any donation or sponsorship when they have reasonable grounds for believing that an individual lacks the capacity to make a decision to donate, and must not exploit vulnerable circumstances of any donor. Should the circumstances of the donor or sponsor change at any point during the relationship with the WtF, we may reconsider the donation or sponsorship against these criteria.

The Board takes ultimate responsibility for accepting or refusing a donation or sponsorship. It is their responsibility to act in the best interest of the Charity when accepting gifts. WtF will consider conflicts of interest in relation to donation and sponsorship from members of the Board, in accordance with the WtF’s Policy on Conflicts of Interests.

Where the WtF Board is concerned about a donation or sponsorship, they may seek the views of the Charity Commission or an order from the Charity Commission sanctioning their decision.

If the WtF Board ultimately decide to refuse a donation or sponsorship, a careful record of the Board’s decision, and the reason for it, must be kept.