

NYJO Donations Policy

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Introduction

The National Youth Jazz Orchestra is a youth charity supplying education for public benefit. It is supervised by the Charity Commission. As part of a review of policy on the acceptance and refusal of funding and donations, consideration has been given to Charity Commission regulations and published advice from the Institute of Fundraising.

The policy is framed in the context of a statement by Sarah Atkinson – Director of Policy, Planning and Communications, Charity Commission for England and Wales: *‘It is, rightly, difficult for a charity to decide to refuse or return a donation – it will need all the money it can get and trustees are under a duty to use all the charity’s resources to further its aims for the public benefit. But there are some rare situations when trustees can properly decide that refusing or returning a donation is going to be in the charity’s best interests. They will need to weigh the relevant factors carefully.’*

Funding policy

The trustees are committed to building a substantial flow of funds into the charities to secure ongoing and sustainable future activity.

Trustees expect that conflicts will rarely arise between funding sources and the objects of the charities. However, the Trustees recognise the possibility that on rare occasions it will be appropriate to decline an individual donation or corporate sponsorship where either:

- it is potentially unlawful to accept it, e.g. if there are grounds to believe it is laundered money or the proceeds of crime, or there are conditions associated with the income which may be unlawful;
- accepting it is likely to be more detrimental to NYJO achieving its purposes than rejecting it;
- where accepting the donation or sponsorship is likely to lead to a loss of reputation and/or loss of donations from other funders or supporters, or loss of volunteers, or loss of or inability to recruit professionals;
- where the potential downside could have at least as great a financial impact as accepting the donation; or
- where the public reputation or behaviour of the donor (e.g. because of racism or sexism) clearly conflicts with NYJO’s core values or the donor engages in activities clearly detrimental to the health and well-being of young people

By way of more specific guidance the trustees would for example normally

- decline to accept sponsorship from tobacco manufacturers; but
- accept sponsorship from energy and natural resources companies;

- accept sponsorship from drinks or alcohol-related companies of NYJO activities for persons over the age of 18;
- require a full board discussion following a full risk/benefit analysis of
 - i. any sponsored activities by companies engaged in the gambling industry (other than licensed lotteries);
 - ii. activities involving person under the age of 18 which drinks or alcohol-related companies propose to sponsor, or otherwise be involved in.

Funding Procedural Protocols

To safeguard the charity's reputation, the following procedural protocols are approved:

- Smaller donations, up to the value of £300 per annum per donor/trust/foundation, will be managed by NYJO professionals without reference to trustees;
- Donations between £300 and £5000 from new donors or trusts or foundations inclusive per annum per donor/trust/foundation will be reviewed by the Chief Executive;
- Donations by new individual donors/trusts/foundations over £5000 per annum per donor/trust will be reviewed by a trustee not routinely involved in fundraising;
- Proposed corporate sponsorship applications and ongoing discussions are reviewed at quarterly board meetings.
- Any NYJO fundraising programme whose success is contingent on achieving a target level of donations (e.g. Crowdfunding appeals) must be specific as to the alternative use of funds should the specified target not be achieved. If no alternative is offered, all funds must be returned to donors if the fundraising target is not achieved.

Outside quarterly board meetings, necessary reviews will be conducted within three months of receipt of the donation, and ideally before receipt where practicable.

The trustee reviewing the donation or approving the sponsorship application shall apply the guidance outlined above; they are encouraged to refer the donation to the full board if the trustee believes that it is arguable or unclear whether the potential downsides to acceptance of the donation outweigh the benefits, or where there is a clear conflict of values.

As a final safeguard, should any NYJO professional become concerned about the source or implications of a specific donation, the donation should be reviewed with the Chair and trustees as soon as possible. In borderline cases the reason to accept or reject any donation should be properly documented and recorded.

Policy Review

This policy and procedural protocols should be reviewed every 5 years or sooner if material examples of declinable or borderline donations emerge in the interim.

Policy last reviewed: September 2021
Policy approved by board: October 2021
Next review due: September 2026
Responsible Trustee: Tricia Sibbons