Donations Policy – Holmesglen Foundation

1. PURPOSE

To outline how the Holmesglen Foundation manages all philanthropic gifts, including accepting, receipting, managing and distributing funds, recognising donors and providing stewardship over donations . It ensures gifts / donations are managed professionally and consistently in a way that avoids conflicts of interest and maintains probity, accountability, integrity and public trust.

2. SCOPE

This policy applies to all donations, bequests, gifts and fundraising activities and to any individual or group undertaking philanthropic activities for or on behalf of the Foundation including Directors, Glenuc Board ('the Board') committee members, employees, contractors, volunteers and consultants.

3. POLICY STATEMENT

The Holmesglen Foundation actively seeks and encourages gifts that benefit Holmesglen Institute and its learners. It raises philanthropic income from individuals, trusts, foundations, and industry partners.

Gifts and philanthropic income provided to Holmesglen Institute and its learners include but are not limited to the following purposes:

- Scholarships, awards and bursaries,
- Learner support services, including financial counselling and assistance for learners in financial difficulty, and
- Advancing education.

The Foundation takes all reasonable steps to identify the source of funding for all gifts. It only accepts gifts that are ethical and consistent with the mission and values of Holmesglen Institute.

The Foundation acts with professionalism and accountability at all times and maintains the highest level of stewardship over all gifts. It acknowledges and reports to its donors and protects the information gathered on donors and prospective donors.

4. PRINCIPLES

Gift seeking

4.1 Potential donors are informed of:

a) Holmesglen Institute's vision, mission and values

b) key personnel that are involved in seeking and managing the gift including whether they are employees of the Foundation or Holmesglen Institute, volunteers or other engaged representatives

c) purposes for which the gifts are used or expended relevant to the intended purposes.

4.2 Programs, agreements, trusts or memoranda of gift are pursued in the best interests of all parties, including the Foundation, Holmesglen Institute, beneficiaries and potential donors.

4.3 Donors are encouraged to seek independent professional advice regarding the tax and legal obligations associated with gifts.

Gift acceptance

4.4 The Board has authority to determine if gifts from potential or current donors are accepted or refused.

4.5 A high standard of accountability is maintained at all times. Gifts are only accepted where:

a) the donation imposes no obligations on the Foundation or Holmesglen Institute to provide a material or reciprocal benefit

b) the gift is appropriate and in line with the objectives and values of the Foundation and Holmesglen Institute
c) there are no conflicts of interest in relation to the gift
d) there are no private benefits included in the proposed gift.

4.6 Gifts are not accepted that:
a) contravene relevant state and/or federal laws
b) compromises the integrity, autonomy, or operations of the Foundation or Holmesglen Institute
c) exposes the Foundation or Holmesglen Institute to undue adverse publicity or reputational risk
d) causes any other damage, including financial damage to deter other donors
e) creates unreasonable or disproportionate financial or other obligation on the part of the Foundation or Holmesglen to administer
f) are made completely anonymously.

4.7 A gift agreement is developed and signed by the donor and a representative of the Foundation that specifies the donor, amount, purpose, schedule and terms of the gift. All parties receive a copy of the agreement.

4.8 In certain circumstances, a donor may designate that a gift be used for an express purpose. In the case of a perpetual gift, the gift purpose should be defined as broadly as possible, to prevent subsequent difficulty or failure in performing the gift terms, should circumstances change.

4.9 As far as possible, perpetual gifts are only accepted where sufficient income is generated each year to fulfil the gifts' purpose.

4.10 Receipts are issued for all monetary gifts to the Foundation. For non-monetary cultural gifts and gifts-in-kind, an independent valuation of the relevant goods or services will be undertaken only if the donor requires a receipt to be issued for tax deduction purposes. The donor is responsible for arranging and paying costs associated with the valuation.

4.11 Gifts are recorded in a donations register. The register is provided periodically to the Board of the Holmesglen Foundation.

4.12 A gift or unexpended portion of a gift will be returned to the donor if they are subsequently found to contravene this policy.

Gift management and distribution

4.13 Gifts are managed and distributed in a manner which maintains the goodwill and confidence of donors and provides the best advantage of Holmesglen Institute in accordance with:
a) the terms upon which the gifts were made
b) legal and regulatory requirements

4.14 The Foundation may:
a) establish and administer funds to manage perpetual gifts
b) determine the use of unrestricted gifts not subject to specific gift terms.

Donor recognition and stewardship

4.15 Donor details are treated confidentially and are not shared with any organisation outside of the Foundation or Holmesglen without the donor's explicit permission.

4.16 Every gift or pledge made to the Foundation is acknowledged in a timely manner, consistent with the nature and designation of the gift or pledge, and with the donor's wishes.

4.17 Donors who request no public recognition of their gift(s) are not named in any publication acknowledging gifts received by the Foundation.

4.18 Reports are provided to donors detailing the financial management, expenditure and impact of endowed and significant gifts where this has been agreed under the terms of the gift.

5. ACCOUNTABILITIES

Action	Accountability
▪ Oversee the strategic direction of the Foundation and its advancement activities. ▪ Oversee the management and distribution of philanthropic income. ▪ Determine to accept or refuse a gift / donation, in consultation with the Director, Advancement, or any group or committee convened by the Board for this purpose. ▪ Establish and administer trusts and investment accounts.	Glenuc Board as trustee of the Holmesglen Foundation
▪ Approve procedures to ensure the effective implementation of this policy. ▪ Monitor the achievement of advancement objectives, philanthropic targets and outcomes. ▪ Manage all gifts and determine the beneficiaries of gifts / donations in accordance with donor intentions. ▪ Report to the Board on all gifts received and expended at least annually. ▪ Maintain and protect record of donors, gifts and beneficiaries	Director, Advancement
▪ Record and report on philanthropic income. ▪ Prepare financial reports for the Holmesglen Foundation Trust in accordance with applicable legislation, directions and regulatory requirements.	Holmesglen Institute Finance Manager

6. DEFINITIONS

Term	Meaning
Cultural gift	A non-monetary gift/donation of art, books, or similar items.
A donation after death by Will (Gift in Will)	A bequest may include cash, property, objects, works of art, shares, library or archive materials, goods and services.
Donor/supporter	An individual, group of individuals, or organisation(s) that makes a gift/donation or pledge of a gift/donation to the Foundation.
Donor recognition/recognition	Programs and actions instituted to acknowledge donors and/or donation amounts.
Gift/donation	A voluntary contribution or transfer of a gift/donation whether in cash or in kind and where the donor does not receive material benefit or advantage as a consequence of the gift/donation. A gift/donation may include cash, property, objects, works of art, shares, library or archive materials, goods and services.
Gift agreement/gift instrument/deed of gift/memorandum of gift	A document that records details of a gift/donation, including the amount of and purpose for which the gift/donation is made.
Gift-in-kind	A gift/donation in a form other than monetary, typically goods or services.
Material benefit	A ‘material benefit’ is considered to have been provided where a donor is promised/provided with: ▪ logo acknowledgement

Term	Meaning
	▪ advertising or promotion ▪ participation in promotional activities ▪ rights to intellectual property ▪ an arrangement for a student to undertake an internship with the donor ▪ items of value. Public recognition of a donor's generosity, including naming recognition, is not generally considered a material benefit.
Perpetual/endowed gift	A gift/donation that is held in perpetuity. The gift/donation is invested, with the income arising used to fund the agreed gift/donation purpose.
Philanthropic income	Funds received by the Foundation through a philanthropic gift/donation or any income arising from a perpetual gift.
Pledge	A documented commitment to make a donation within a specified time period.
Sponsor/sponsorship	An individual, group of individuals, or organisation(s) that makes a contribution of property or services and receives a material benefit or advantage in relation to the contribution (such as a contracted level of publicity). Funds provided through sponsorships are not eligible for charitable income tax receipts.
Restricted/tied gift	A gift/donation that has been donated for a specific purpose, such as a piece of equipment, named scholarship, etc. Restricted gifts are usually allocated in accordance with the donor's specific wishes.
Undue consideration	The provision of benefits or advantages to the donor, such as enrolment in an academic program, or to any party to a procurement or supplier contract, or to an employee of Holmesglen or its controlled entities.
Unrestricted/untied gift	A gift/donation that may be used at the discretion of the Foundation, provided it is in line with Holmesglen's mission and priorities.

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

Holmesglen Foundation Trust Deed

Donations Register – Holmesglen Foundation

Donation Registration Form

Sponsorship or Donation Certificate of Appreciation

External

Financial Management Act 1994 (Vic)

2018 Standing Directions under the Financial Management Act (Vic)

Public Administration Act 2004

Australian Taxation Office Deductable Gift Recipient Registration requirements

Code of Conduct for Victorian Public Sector Employees

Code of Conduct for Directors of Victorian Public Entities

Public Ancillary Fund Guidelines 2022

8. REVIEW

8.1 This policy must be reviewed annually.

8.2 The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	August 2020	New policy
2	June 2022	Procedural revisions.
3	August 2023	Procedural revisions.
4	October 2024	Reviewed. Minor updates definitions, includes 'donation after death by Will (Gift in Will)'
5	September 2025	Reviewed and approved by the Board. No change required.