



CATHEDRAL  
ISLE OF MAN

# Gift Policy

*Community, Worship, Culture*

Cathedral Isle of Man, a partnership of:

	Adopted by ✓
• St German's Cathedral *	<input checked="" type="checkbox"/>
• The Cathedral Quarter Trust (CQT)	<input checked="" type="checkbox"/>
• The St German's Cathedral Foundation for Music and the Arts (FMA)	<input checked="" type="checkbox"/>

\* St German's Cathedral is legally a sub-Committee of the PCC of the Parish of the West Coast. It is hoped that under new governance arrangements a new 'Cathedral Chapter' will become the legal authority governing St German's Cathedral.

**Date Last Reviewed:** November 2019

**Frequency of Review Recommended:** Annually

## **Gift Policy**

A clearly defined and agreed Gift Policy is vital to guide the solicitation, acceptance and stewardship of charitable gifts. This paper outlines Cathedral Isle of Man policy on the acceptance, management and recognition of gifts. It will be issued to volunteers and staff directly involved in the solicitation of gifts associated with fundraising at the Cathedral.

<b>Gift Acceptance:</b>	Criteria for the type of gifts, which can be accepted, and the refusal of gifts.
<b>Gift Management:</b>	The actions St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts will undertake in the management of the gift.
<b>Gift Recognition:</b>	How the recognition of such gifts will be managed.
<b>Gifts in Kind:</b>	How the accounting for Gifts in Kind will be managed.

### **Gift Acceptance**

The gift acceptance policy defines the type of gifts that can be accepted and the criteria for declining gifts. This policy will enable staff and volunteers to confidently discuss gifts with prospects and accept appropriate gifts on behalf of the three partners.

### **Gift Types**

St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts will accept the following types of gifts:

- **Cash**

We can accept gifts in cash and cheques which should be made payable to the appropriate body *St German's Cathedral* for operation and maintenance costs *St German's Cathedral Foundation for Music and the Arts* for any Music or Arts gifts, and *The Cathedral Quarter Trust* for development and fabric related gifts.

- **Pledges**

The partners can manage gifts pledged for payment over time.

- **Designated Gifts**

A request to give for a specific purpose within the project, providing this is within the mission and vision of the organisation, is welcomed. The Cathedral will ensure as far as it is able that the giver's wishes are abided by and that the gift is used for the purposes they intend. St German's Cathedral, The Cathedral Quarter Trustees and The St German's Cathedral Foundation for Music and the Arts Trustees reserve

the right to amend the purpose of the gift where the giver has died and there are no next of kin to consult. The Cathedral has an established list of designated gift opportunities from which givers may select. Gifts committed to the projects through unspecified legacies will be designated for use in the appropriate endowment fund, or, if the gift is received, funds will be directed to where the need is greatest.

- **Undesignated Gifts**

Undesignated gifts will be used to fund areas which the Trustees determine is that of greatest need.

### **Gift Refusal**

St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts reserves the right to refuse any gift that does not meet the gift acceptance criteria.

They may decline gifts:

- Which are considered to have arisen through illegal activity;
- Whose acceptance may damage the reputation of the organisation;
- Where conditions imposed conflict with policy, the overall objectives or the independence of the organisation.

The governing bodies will make decisions on the acceptance of gifts. Where concerns arise, the decision regarding the acceptance of gifts may be referred to St German's Cathedral, The Cathedral Quarter Trustees and/or The St German's Cathedral Foundation for Music and Arts Trustees.

### **Gift Management**

Efficient gift management is vital for the honesty and integrity of any fundraising campaign and St German's Cathedral is committed to managing gifts effectively.

On receipt of gift the Office will make a judgement as to the appropriate response depending on the amount given, but at its simplest they will be promptly acknowledged. The following may be considered appropriate for larger gifts:

- Issue a letter of thanks (signed by the appropriate person) confirming details of the gift and receipted within 48 hours of receipt of the gift.
- Initiate a thank you from a senior person within 48 hours, preferably by phone or in person, where appropriate.
- Enter the gift on the database within 48 hours.
- File gift details securely in the Office weekly.
- Ensure that any incoming cheques are banked, on a weekly basis.
- Post standing order mandates on a weekly basis.

Givers will be contacted as their pledge period comes to an end. They will be thanked for their generosity and updated regarding progress made with the development, which they supported, and informed about the Cathedral's current development plans.

### **Gift Recognition**

In order to acknowledge the importance of voluntary gifts to the work of Cathedral Isle of Man (St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts) various forms of recognition have been developed:

General Recognition for larger Gifts (or where people have been told they will be recorded)

Unless specifically requested by the giver to the contrary, people or organisations who give will be recognised by:

- Recording all donations within a book of thanks or similar, either physically or online, unless the donor requested to remain anonymous
- Recording individual donor names (not sums given) on a major donors' plaque in the new facilities for those making a gift of £100,000 or more, unless the donor requested to remain anonymous
- Membership to a donor recognition club as part of the ongoing stewardship programme.

Naming Opportunities for Benefactor Level Gifts which offer:

- Specific recognition linked to the new and upgraded facilities;
- Recognition related to identified spaces within the new and upgraded facilities.

St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts will, in conjunction with the donor, determine the manner in which the naming opportunities will be publicised and displayed.

St German's Cathedral /The Cathedral Quarter Trust/ The St German's Cathedral Foundation for Music and the Arts retain the right to refuse naming opportunities to any individual, trust or corporation if it believes that the naming may damage the reputation of the organisation.

St German's Cathedral/The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts will reserve the right to remove a name should the individual, trust or corporation fall into disrepute and compromise the reputation of the organisation. This decision will be made/ ratified on a timely basis.

The Cathedral and Trust bodies will take decisions regarding offering naming rights to givers. Where concerns arise these will be referred to St German's Cathedral, The Cathedral Quarter Trustees and/or The St German's Cathedral Foundation for Music and the Arts Trustees via email or telephone for comments/feedback within 24 hours.

### **Dedicated Gifts for Major Benefactors**

<b>Naming Opportunity</b>	<b>No. Available</b>	<b>Value (each)</b>
Residential accommodation in Cloister	1	£1,000,000
Public Service Areas in the Cloister	1	£1,000,000
Pipe Organ	1	£500,000
Civic Entrance (Lychgate/Bus Terminal)	1	£400,000
The Cathedral Hall	1	£250,000
Community Space (Creche & Meeting room)	1	£100,000
Conference Area	1	£100,000
Café (including toilets)	1	£100,000
Classroom in Cloister	1	£100,000
Accommodation for Staff & Scholars	6	£100,000
Knox Galleries	7	£50,000
Vestry	1	£50,000
IT Technology (sound, visuals etc.)	1	£50,000
Kitchen	2	£50,000
Music Library	1	£25,000
Refectory	1	£25,000
Rehearsal/Interview Rooms	2	£25,000
Garden	19	£25,000
Sponsor a Choristership	18	£25,000
Sponsor a Junior Lay clerk	4	£12,500
Endow a Day of Music	52	£7,000

Major Benefactors may name any of the above facilities (or similar, with appropriate approval) in their name, after their family, a relative or their company (with appropriate approval) unless contrary to this Gift Policy.

## **Gifts in Kind**

### **Definition**

Gifts in Kind are the contribution of goods or services to benefit the fundraising campaign.

### **Valuation**

All Gifts in Kind will be valued. In all cases where the gift value is likely to be over £10,000, an appropriate independent external authority such as an architect, project manager, quantity surveyor or other qualified person should assess them. Once valuation has been established St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts will confirm this in a letter to the giver.

### **Refusal**

St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts reserve the right to refuse any Gift in Kind, which does not meet the gift acceptance criteria. In addition to the refusal criteria outlined above, Gifts in Kind will be refused which:

- Cannot be usefully applied to the work of the organisation;
- Cannot be sold in aid of the Trusts/Cathedral's objectives;
- Incur undue costs in their acceptance or their management;
- Are given with unacceptable conditions for their use or acknowledgement.

The Cathedral or Trustees will make decisions on the acceptance of gifts. Where concerns arise the decision regarding the acceptance of Gifts in Kind may be referred to St German's Cathedral, The Cathedral Quarter Trust Trustees and/or The St German Cathedral Foundation for Music and the Arts Trustees.

## **Types of Gifts in Kind**

### **Shares**

St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts can accept gifts of shares or stocks. These may be retained or sold as required.

## **Property**

St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts can accept an outright gift of a property provided the value is significantly in excess of any mortgage or associated costs remaining on it. The Cathedral or Trustees reserves the right to sell the property if it is not in its interests to keep the property. Proof of title should be supplied with the gift. St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts may assess the fair market value and undertake an environmental audit of the property. Prior to acceptance, an appropriate member of staff or The Cathedral or Trustees may conduct a visual inspection of the property, unless it is located in a geographically isolated area, in which case, a local estate agent shall conduct a visual inspection.

## **Tangible Personal Property**

Gifts of jewellery, artwork, antiques or collections may be accepted. Valuations will be conducted by the Cathedral or Trust. Gifts of this nature will only be accepted on the understanding that the Cathedral/Trust has full authority to sell the property if it is in the projects interests to do so.

## **Life Insurance Policies**

Gifts of life insurance policies will be accepted as gifts only when St German's Cathedral / The Cathedral Quarter Trust / The St German's Cathedral Foundation for Music and the Arts is named as the owner and irrevocable beneficiary of the policy. Gifts should be made to cover the annual premiums. If the policy is paid up, the gift will be credited at the face value of the policy.

## **Products & Services**

Gifts of services may be accepted as Gifts in Kind, subject to the Cathedral's project needs.