



## International Peace Institute

### Gift Acceptance Policy

-Donor Bill of Rights: <https://afpglobal.org/donor-bill-rights>

-IPI's Donor Privacy Policy: <https://www.ipinst.org/about/support-ipi>

IPI's stated mission is to "promote peace, security, and sustainable development."

The International Peace Institute (IPI) takes seriously its responsibility to support international peace, sustainable development, and human dignity in all matters.

Whereas the International Peace Institute actively solicits gifts and grants to further the mission of the organization, and

Whereas there is the potential for conflict of interest if certain gifts are accepted, the organization has adopted the following **Gift Acceptance Policy**:

**When considering whether to solicit or accept gifts, the organization will consider the following factors:**

- **Programmatic Goals**—whether the acceptance of the gift compromises any of the stated programmatic goals of the International Peace Institute, which holds its main purpose "to promote peace, security, and sustainable development."
- **Compatibility**—whether there is compatibility between the expressed intent of the donor and the organization's use of the gift.
- **Consistency**—is acceptance of the gift consistent with prior practice?
- **Form of Gift**—is the gift offered in a form that IPI can use without incurring substantial expense or difficulty?
- **Effect on Future Giving**—will the gift encourage or discourage future gifts?
- **Character of Any Prospective Individual Donor**—will questions of character negatively impact the nature of IPI's work?

**These questions will be asked and addressed internally prior to the acceptance of any gift made to the organization.**

*All decisions to solicit and/or accept gifts that may present a conflict of interest will be made by the President of IPI in consultation with the Vice President of the organization, as well as with the Treasurer and Chair of the Board of Directors.*

The primary consideration will be the impact of the gift on the organization.

If there is a concern raised about a potential gift by staff, the Management Team of IPI will be notified and will discuss the concern(s) with the Vice President of IPI.

The Vice President will then discuss the concern(s) and the result of the discussion with the Management Team with the President of IPI. It is up to the discretion of the President of IPI if the gift will be accepted and if there is a need to consult with legal counsel about the concern(s) raised. If a concern is raised, the President will also consult with the Chair of the Board of Directors before the final decision to accept the gift, or not, is made.

**The following additional guidelines govern acceptance of gifts made to IPI for the benefit of any of its operations or programs:**

**IPI solicits and accepts gifts for purposes that will help the organization further and fulfill its mission.**

- IPI urges all prospective individual, major donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.
- Use of Legal Counsel—IPI will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.
  - Review by counsel is recommended for:
    - Gifts of securities that are subject to restrictions or buy-sell agreements.
    - Documents naming IPI as trustee or requiring IPI to act in any fiduciary capacity.
    - Gifts requiring IPI to assume financial or other obligations outside of the stated goals of its programs.
    - Transactions with potential conflict of interest.
    - Gifts of property that may be subject to environmental or other restrictions.

**Restrictions on Gifts—IPI will not accept:**

- Any gifts that violate federal, state, or local law, statute, or ordinance;
- Any gifts that would result in IPI losing its status as a 501(c)(3) not-for-profit organization;
- Any gifts that are too difficult or too expensive to administer in relation to their value;
- Any gifts that contain unreasonable conditions or partial interest in property;
- Any gifts that are for purposes outside IPI's stated mission; and
- Any gifts that could expose IPI to liability.

*Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the President of IPI, in consultation with the Vice President and IPI's Treasurer of the Board of Directors.*

### **Gifts Generally Accepted without Review include:**

- **Cash.** Cash gifts (in compliance with the GAP) are acceptable in any form, including by check, money order, credit card, wire transfer, or online through websites such as “Network for Good.” Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
- **Professional services** (signage design, website development, event marketing, sponsorships, etc.)
- **Marketable Securities.** Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor’s endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by IPI’s Board of Directors. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the President of IPI, in consultation with the Chair of the Board of Directors.
- **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.** Donors are encouraged to make bequests to IPI in their wills, and to name IPI as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- **Charitable Remainder Trusts.** IPI will accept designation as a remainder beneficiary of charitable remainder trusts.
- **Charitable Lead Trusts.** IPI will accept designation as an income beneficiary of charitable lead trusts.

### **Gifts Accepted Subject to Prior Review:**

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- **Tangible Personal Property.** The President of IPI, along with the Chair of the Board of Directors, shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
  - does the property further the organization’s mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- **Life Insurance.** IPI will accept gifts of life insurance where IPI is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- **Anonymous Gifts.** Anonymous Gifts must be approved by the President of IPI, in consultation with the Vice President or the Chair of the Board. IPI will honor all requests by donors for anonymity where anonymity would not violate any legal requirements for disclosure.


- In the case of non-corporate anonymous gifts, the name of the donor will be disclosed orally by the President of IPI to the Vice President.
- The President of IPI will determine whether or not to accept the anonymous gift and if it is in compliance with IPI's GAP.
- All parties involved in soliciting, accepting, and managing anonymous gifts, including but not limited to the Board of Directors and staff members, will abide by the terms of the donation and make all reasonable efforts not to disclose any information about the donor or the donation that is not required by law.
- It is up to the discretion of the President of IPI if the gift will be accepted and if there is a need to consult with legal counsel about the concern(s) raised. If a concern is raised, the President will also consult with the Chair of the Board of Directors before the final decision to accept the gift, or not, is made.
- **Real Estate.** All gifts of real estate are subject to review by President of IPI, along with the Chair of the Board of Directors. Prior to acceptance of any gift of real estate other than a personal residence, IPI shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:
  - Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

### Monitoring and Review

- Any matters concerning IPI's gift acceptance policy or questions about gifts received or refused in the given year will be brought to the attention of IPI's Treasurer of the Board of Directors.
- The IPI Management Team may suggest changes and/or updates to the GAP.
- The Board of Directors reserves the right to suggest updates and changes to the policy
- The policy will be reviewed and approved from time to time by IPI's Board of Directors to make sure it is reflective of the organizations current needs, concerns, and priorities.

The above policy and guidelines have been reviewed and approved by the IPI's Board of Directors. The IPI Board of Directors must approve any changes or amendments to this policy.

Approved on 12/4/2019.



The Honorable Kevin Rudd  
Chair, IPI Board of Directors