DONATION POLICY

Overview

To accomplish the mission and objectives, the GSTC will need to demonstrate its ability to support its members and key constituencies. Financial support may be needed to develop programs for achieving conservation and poverty alleviation, working with small or community based enterprises, and, promoting sustainability and accreditation. The GSTC will depend on funding from diverse sources including: Bi-laterals, multi-laterals, governments, foundations, private sector, individuals and membership fees. Funding may be unrestricted or tied to specific activities.

GSTC must not risk jeopardizing the organization and member’s reputation. Its reputation could be compromised if it receives donations from sources that were perceived to be undertaking activities inconsistent with the GSTC mission and objectives.

Any potentially controversial contributions shall be reviewed and approved or declined by the GSTC Finance Committee following the procedures and guidelines set forth below.

Definition

For the purpose of this policy, a donation is defined as a gift in the form of money or in-kind contribution given by a person or organization to support or contribute towards the GSTC mission and objectives.

Policy

It is the GSTC policy to accept funding from any donor source, monetary or in kind, provided that acceptance does not:

* Impair the GSTC ability to pursue its mission
* Disrupt its integrity and reputation
* Disrupt the integrity of the GSTC or the UN Foundation, as the fund manager

In addition to the above, particular policies apply to certain types of funders as follows:

* Companies that can be (or are) GSTC accredited can only support training, outreach and education.
* Companies with questionable economic, environmental or social records will be reviewed on a case by case basis by the Board of Directors to make the decision

This Policy applies to all fundraising for GSTC including grassroots donations over $5,000.

Procedures

Before accepting any donations, the GSTC will follow the procedures described below:

* + The GSTC Secretariat will investigate and review prospective donors. This includes internet research, conversations with peers, and where appropriate presentation of information to the Finance Committee and/ or Board of Directors for guidance.
	+ If any GSTC staff or Fundraising Committee or Board member is concerned that there is a threat to GSTC reputation from donations already received, or about to be accepted, they should draw this to the attention of Finance Committee.
	+ If necessary, the Finance Committee will consult with the Chair of the Board and will seek their advice on whether to accept funding from a specific donor. If necessary the GSTC Executive Director will consult the UN Foundation if the GSTC foresees a reputational risk to the UN Foundation.

Management of the Funds

Funds received will be managed by the United Nations Foundation’s Finance Department. The UN Foundation’s Finance Department has a robust set of internal controls, sophisticated accounting systems, and a highly trained and experienced team of finance, accounting and budget professionals.  The UN Foundation has received unqualified or “clean” audit opinions from its external auditors for the past 11 years.  All past audit reports, as well as other financial data, can be viewed on the Foundation’s website (UNFoundation.org).

The UN Foundation will receive the funds and assign to the GSTC account.  The UN Foundation will report periodically on the management of the funds to the

GSTC Stewardship

The GSTC is committed to recognizing, acknowledging and communicating with its donors, and taking accountability. The intent of donor stewardship is to build a long lasting relationship with major donors and to ensure that the GSTC is their charity of choice.

To ensure good stewardship the GSTC Secretariat will follow this process:

1. **Acknowledgement**- All donations regardless of value will be acknowledged by the GSTC. An acknowledgment letter or email should be sent to the donor within 5 days of receiving their donation. When possible, at larger donations, a Board member should be asked to contact the donor via telephone.
2. **Recognition**- All donors will be publicly recognized unless a donor indicates that he/she wishes to remain anonymous through the GSTC newsletters, website, communication material and GSTC presentations at events.
3. **Information Sharing-** The donor will receive a report on how his/her contribution is being used and what GSTC has been able to accomplish.