

Donation Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional category	Operations
Approval date	April 10, 2024
Effective date	April 10, 2024
Policy owner	Vice President, External Relations and Partnerships
Policy administrator	Director, Fund Development and Alumni Relations (Department of Advancement)

Objective

NorQuest College (college) recognizes that donations, charitable and non-charitable in nature, are a value-add to the institution and offer a multitude of benefits to both the learners served and the organization as a whole. The college welcomes donations that will help equip and operate the college, support teaching excellence, deliver applied research initiatives, and support current and future student awards.

Fulfilling the mandate under the *Post-Secondary Learning Act*, all donations and some community grants are solicited and processed through the NorQuest College Foundation (Foundation).

As a registered charity, the Foundation receives donations for the college through a variety of sources like associations, corporations, foundations, and individuals.

Activities associated with acceptance, receipting, management, and donor recognition (naming and renaming buildings, facilities, or objects) of donated funds are addressed in procedures associated with this policy.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy

Donations will be assessed for acceptance and managed in a manner that:

- Supports and aligns with the college mandate, missions, objectives, and values as articulated in the NorQuest College strategic plan, [NorQuest 2030: We Are Who We Include](#);
- Is respectful of donor wishes;
- Provides for effective stewardship of donations;
- Provides for effective, fair, and equitable donor recognition;
- Reflects fundraising professional practice; and
- Complies with:
 - *Income Tax Act (Canada)* requirements for issuing tax receipts,
 - Canadian Generally Accepted Accounting Principles and Public Sector Accounting Standards for financial reporting purposes,
 - *Alberta Freedom of Information and Protection of Privacy Act, Personal Information Protection Act*, and other applicable privacy legislation, and
 - Directives and requirements of the Canada Revenue Agency (CRA)

Donations will be accepted subject to the following principles:

- Donation or donation conditions must be legal and ethical as determined by the college.
- Donations must not jeopardize the Foundation's charitable status.
- Donations made to establish an endowment require an establishment of an Endowment Agreement.
- The minimum donation for establishing an endowment is \$20,000 CAD, unless otherwise approved by the Vice President, External Relations and Partnerships.
- Donations made to establish an award require the establishment of a Scholarships & Bursaries Agreement.
- The minimum donation for creating an award is \$1000 CAD per instance of award disbursement.

- Donations will not financially or morally jeopardize the donor and/or the college.
- Donations must not improperly benefit the donor.
- Donors will not require valuable consideration, in any form, in return for a donation.
- Donations must provide a net benefit to the college.
- Donations cannot result in unwarranted or unmanageable expenses to the college.
- Conditions associated with a donation, if any, must be administratively practical.
- A planned gift which has been officially documented with the Advancement Office may acknowledge the individual(s) as a future donor(s).
- Donations must not result in real or potential risk to the college including physical and/or environmental hazards.
- Gift-in-kind donations, other than real estate or securities, must be of a nature that can be retained as a college asset and used in connection with college activities, with discretion as to its use and management, or disposed of for cash.
- If a fair market value cannot be determined for non-cash gifts (gift-in-kind) a business receipt (non-charitable) will be issued to the donor.
- Donors will bear the cost associated with valuation or appraisal of any gift-in-kind donation and/or an environmental assessment of the property, if required. Exceptions to this principle require written approval of the Vice President, External Relations and Partnerships.
- The college reserves the right to reject any donation.

Definitions

Donation: A voluntary transfer of property without valuable consideration. In order for a gift to qualify for a charitable tax receipt the following three conditions must be satisfied:

- 1) A type of property, usually cash, is transferred by the donor to the college;
- 2) The transfer is voluntary; and
- 3) The transfer is made without expectation of return.

In alignment with Canada Revenue Agency (CRA) guidelines: it may be permissible for donors to receive recognition for their gift, including donor wall

listing, signage and plaques, or naming opportunities for buildings, displays, education programs, etc.

Donations can be in many forms including: cash, gift-in-kind, planned gift, and endowment.

Endowment: A restricted donation made to the college where the capital value is invested, and the annual investment income is used for a specified educational purpose (e.g. scholarship, research, learning enhancements, etc.). All cash or property gifted to the college for the purposes of an endowment fund becomes the property of the college. The principal of the endowed fund is retained, administered, and managed by the college in accordance with its investment policy. Endowed funds generally are meant to exist in perpetuity.

Gift-in-Kind: Gift-in-kind, also known as non-cash gifts, are gifts of property. Examples of a gift in kind include equipment, software, books, artwork, publicly traded securities, real estate, collections, etc. A contribution of service, that is, of time, skills or efforts, is not property, and therefore does not qualify as a gift or gift-in-kind for purposes of issuing official donation receipts.

Planned Gift: A gift made during a donor's lifetime or at death as part of a donors overall financial and/or estate planning. Planned gifts include bequests, life insurance policies, and gift annuities.

Related information

NorQuest College

- [Donation Acceptance Procedure](#)
- [Donated Funds Management Procedure](#)
- [Donations - Naming and Renaming Buildings, Facilities or Objects Procedure](#)
- [Donation Receipting Procedure](#)
- [NorQuest 2030: We Are Who We Include](#)

External

- [Association of Fundraising Professionals Code of Ethical Standards](#)
- [Canada Revenue Agency: Fundraising by Registered Charities CRA Guidance CG-013](#)
- [Canada Revenue Agency: What is a gift?](#)
- [Fair Market Value \(Appraisal\) Summary Policy CPC-006](#)
- [Government of Alberta: Freedom of Information and Protection of Privacy Act](#)
- [Government of Canada: Income Tax Act](#)
- [Government of Alberta: Post-Secondary Learning Act](#)

Next review date

April 2028

Revision history

Date	Version Number	Action
May 2012	V1	New.
October 2012	V2 (published as V1)	Update links to related documents.
June 2013	V3 (published as V2)	Updates.
August 2013	V4 (published as V2)	Update for document links and branding.
March 2015	V5 (published as V3)	Reviewed - no change.
June 2016	V6 (published as V4)	Update.
August 2019	V7 (published as V4-C)	Compliance Office template & reorganization update.
January 2020	V8 (published as V5)	Update and review.
April 2024	V9	Updated for clarity and to include gifts-in-kind.