

# Fundraising and Donation Acceptance policy

UPR GV22 version 01.0

## Policies superseded by this document

This is the first version of this document.

## Summary of significant changes to the previous version

This is the first version of this document and it should be read in full.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 Introduction

1.1 The University of Hertfordshire is an exempt charity, pursuant to the Charities Act 2011, and is therefore exempt from registration with, and direct regulation by, the Charity Commission. The Office for Students (OfS) is the principal regulator for higher education providers in England that are exempt charities; therefore, the University complies with the OfS's requirements as set out in the regulatory framework for higher education in England.

The University is registered with the Fundraising Regulator and abides by the Code of Fundraising Practice.

Within the University, philanthropic (donated) income is overseen by the Vice-Chancellor's Development Committee, a delegated committee of the Finance Committee.

## 2 Scope

- 2.1 This policy refers to philanthropic donations to the University. For gifts or hospitality that are made to, offered to, or given by a member of the University while conducting University business, please refer to UPR GV18 on Gifts and Hospitality.

A philanthropic donation to the University will typically take the form of:

- A donation of money, given either as an 'unrestricted' donation or for a designated purpose which is usually specified in a gift agreement, or through another official document such as a will
- A 'gift in kind' (for example, a piece of equipment, or stocks and shares).

The terms 'donations' and 'gifts' are used interchangeably in this document.

## 3. Donation acceptance

### 3.1 Donation acceptance principles

The University of Hertfordshire welcomes donations and actively seeks to raise philanthropic funds. Gifts are used to support our students with scholarships and bursaries, provide an inspirational learning environment and advance our impactful research. When conducting fundraising on behalf of the University, the following principles will be followed in order to ensure that all gifts are solicited and received in a way that is legal and ethical. The Development team is responsible for fundraising on behalf of the University, and reports to the Vice-Chancellor's Development Committee.

- 3.1.1 All philanthropic gifts must be received through the Development Team to ensure adherence to this policy, the regulations of the Charity Commission and Fundraising Regulator and best practice.
- 3.1.2 The University will not solicit or accept donations of funds that it judges to be unethically or illegally obtained.
- 3.1.3 The University reserves the right to decline a donation which is deemed to be overly onerous to administer or does not fit with the University's charitable objectives. Approval will be sought from the Vice-Chancellor's Development Committee in these cases.
- 3.1.4 To protect the University from the risk of facilitating money laundering, a truly anonymous donation, in which the University only deals with an intermediary who is not willing to identify the donor, will not be accepted.
- 3.1.5 The University will not accept a gift if, by doing so, it would compromise the academic or professional integrity or freedom of speech of University staff or present reputational risk disproportionate to the advantages gained from it. Significant risks will be escalated to the Vice-Chancellor's Development Committee when deemed necessary.

- 3.1.6 For all fundraising and offers of gifts, due diligence will be carried out in accordance with the University's due diligence policy UPR GV21 prior to the acceptance of funds. The University will take reasonable steps to clarify the source of funding and where any concern is identified then potential gifts will be referred to the Vice-Chancellor's Development Committee. Assessment of the proposed donation(s) will be conducted by the Development team to ensure that acceptance by the University will not expose it to undue risk of breach of statutory obligations, charitable objects or damage to reputation. Decisions will be reached by the exercise of reasonable informed judgement, based upon factual information obtained by reasonable enquiry.
- 3.1.7 Any wish by a donor to restrict who can benefit from a donation will be considered by the University in accordance with Charity Commission guidance to ensure compliance with the Equality Act 2010 ("the Act"). Where it is not possible to accommodate such wishes due to the provisions of the Act, the University will work with the donor to agree an alternative basis for the donation.
- 3.1.8 The Vice-Chancellor's Development Committee will administer this policy where there is ambiguity as to whether gifts should be sought from individuals or organisations which might be excluded on ethical or reputational grounds.
- 3.1.9 The University reserves the right to decline philanthropic funding which has not been approved by the Vice-Chancellor's Development Committee and/or which is of risk to the University's academic work, reputation, intellectual property or finances.
- 3.1.10 The University reserves the right to decline funding that does not meet minimum donation amounts, in order that the administrative cost does not outweigh the value of the donation.
- a) The minimum value of a donation intended for a scholarship or bursary should be no less than £1,000 to be disbursed in a single academic year, or £1,500 to be disbursed over three academic years.
  - b) The minimum value of a donation intended to be endowed to create an award in perpetuity is £40,000.
  - c) The minimum value of a donation intended for a prize to be awarded at Schools' Boards should be no less than £350 for a single prize, or £750 to be awarded over three consecutive years.
- 3.1.11 Legacies will be administered in accordance with delegated authority in conjunction with Legal Services.

## **4 Fundraising and donor relations**

### **4.1 Fundraising and donor relations principles**

The Development team will abide by the below principles when fundraising on behalf of the University.

- 4.1.1 All fundraising solicitations, by or on behalf of, the University of Hertfordshire will disclose the University's name and purpose for which the funds are requested.

- 4.1.2 All fundraising communications made on behalf of the University of Hertfordshire will:
- a) Be truthful
  - b) Accurately describe the University's activities and the intended use of donated funds
  - c) Respect the dignity and privacy of recipients of donated funds
- 4.1.3 Data will be held in accordance with our [Data Protection Statement](#) and IM08: Alumni, Donors and Supporters Privacy Notice
- 4.1.4 Donors' requests to remain anonymous will be respected, although their identity must be known to the Development Team for ethical reasons.
- 4.1.5 The privacy of donors will be respected. Any donor records that are maintained by the University will be kept confidential. Donors have the right to see their own donor record, and to challenge its accuracy.
- 4.1.6 Donors and prospective donors will be treated with respect. Every effort will be made to honour their requests to:
- a) Limit the frequency of contact
  - b) Not to be contacted by telephone, post or email (in accordance with relevant data protection regulation)
- 4.1.7 The University will respond promptly to a complaint by a donor or prospective donor. The Head of Development will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied may appeal in writing to the Vice Chancellor of the University.
- 4.1.8 The scope of engagement will, in the case of gifts with the intention of bestowing a prize or scholarship, or with the purpose of funding research or capital investment, be enshrined within a Gift Agreement signed by both parties.
- 4.1.9 Any individual who solicits or receives funds on behalf of the University shall:
- a) Adhere to the provisions of this policy
  - b) Act with fairness, integrity, and in accordance with all applicable laws
  - c) Adhere to the provisions of applicable professional codes of ethics and standards of practice
  - d) Cease solicitation of a prospective donor who identifies solicitation as unwelcome
  - e) Disclose immediately to the University any actual or apparent conflict of interest
- 4.1.10 The University will not sell either its donor or alumni lists.
- 4.1.11 All donations will be used to support the charitable objectives of the University.

4.1.12 All restricted or designated donations will be used for the purposes for which they are given. If necessary due to programme or organisational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate.

- a) If the donor is deceased or legally incompetent, and the University is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent as identified in the Gift Agreement.

4.1.13 Our donors should expect:

- a) Letters of thanks or updates received from student/graduate recipients to be shared in a timely manner
- b) An annual impact report specific to the area to which they have donated, for general (non-prize and scholarship) donors, or where terms of engagement or the gift agreement stipulates this
- c) Invitations to events such as thank you celebrations, special events, graduation ceremonies and other on-campus activities that may be of interest, from time to time and where relevant, adhering to donor preferences.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **20 April 2026**

**Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk).