

Purpose of Policy:

The University of Virginia's College at Wise Office of Advancement strives to ensure that gifts support the College's mission to provide students with learning experiences that offer opportunities to develop the insight, competence, sensitivity, and integrity necessary for living enriched lives and for enriching the lives of others. Receiving charitable gifts, including gifts-in-kind and processing accordingly (1) is an important, core function that will help UVA Wise reach the level of philanthropic success that is necessary for the College to offer outstanding academic programs for students to be able to compete both academically and athletically at the highest level; and (2) allows Gift Accounting to consistently apply Internal Revenue Service regulations and to also apply relative University of Virginia policies and procedures pertaining to charitable gifts.

This policy sets forth the general requirements for accepting and processing gifts made to the University of Virginia's College at Wise or to the UVA Wise Foundation for the College at Wise's benefit. Specifically, that:

- all funds received are credited to the correct account and promptly deposited;
- gifts are expeditiously and properly acknowledged;
- gifts are accepted and administered in a manner appropriate for a tax-exempt educational institution;
- donor requirements and restrictions are acceptable to UVA Wise and meet University of Virginia policy,
- gifts are in amounts appropriate to carry out their specified use.
- and, that gifts-in-kind are meaningful to UVA Wise, appropriately acknowledged and documented accordingly on the College's inventory of assets.

Definition of Related Terms:

- **Endowment:** A gift of money or income producing property given for a specific purpose, such as operational, award or scholarship; it can also be unrestricted for discretionary use. Generally, the endowed asset is kept intact and only the income generated by it is spent. Endowment assets may be nonexpendable, expendable for donor-specified purposes, or unrestricted with regards to spending.
- **Gifts:** Pledges, outright contributions received from private sources, or activities supported by an individual, corporation or foundation donor for which no goods or services are expected, implied or forthcoming to the donor, and in which no proprietary interests are to be retained by the donor.
- **Quasi Endowment:** Funds established to function like an endowment but which may be expended at the discretion of the College at Wise administration. The principal is typically preserved while expenditures to support the purpose may be made from Quasi

Endowment distributions. Distributions are determined in accordance with the University of Virginia's spending policy.

Policy Statement:

The Office of Advancement & Alumni Engagement (AAE) is the department recognized with responsibility in raising funds and processing charitable gift contributions. All academic departments, athletic departments, units, departments, student groups, centers, etc., and related foundations (UVA Wise Foundation, including Highland Cavalier Club, and Alumni Association) shall use the services provided by AAE, unless otherwise agreed to in specific Memoranda of Understanding that may have been established between the unit, the College at Wise and the University of Virginia with oversight from Vice Chancellor of Advancement and the Chief Operating Officer.

Any academic, athletic, unit, department, student group, etc., related foundation (UVA Wise Foundation, including Highland Cavalier Club, and Alumni Association) or other organization seeking to raise funds (including sponsorships of academic, athletic or events) or to conduct one or more special solicitations must receive advance approval from the Vice Chancellor for Advancement & Alumni Engagement. Student organizations, that are formally recognized through the Vice Chancellor of Student Affairs unit, shall receive approval through the appropriate student affairs staff member before approaching the AAE unit to request authorization to raise funds. The AAE unit shall review, consider and authorize appropriate fundraising efforts before student organizations may solicit funds.

All academic departments, athletic departments, units, departments, student group, centers, etc., and related foundations (UVA Wise Foundation, including Highland Cavalier Club, and Alumni Association) must work with the AAE Unit to accept, process, record and acknowledge gifts in a manner that protects the interests of both UVA Wise and its donors.

The following governs how UVA Wise, in conjunction with the University, will accept and process different types of gifts.

- (1) **Overview:** Private Gifts to the University of Virginia's College at Wise, or its Foundation, may be for:
 - a. The general purposes of UVA Wise as a whole; or
 - b. the specific use of:
 - i. An individual department or unit; or
 - ii. A specific athletic program, support unit or athletic department as a whole; or
 - iii. A center of UVA Wise; or
 - iv. A specific facility, program, academic unit or other UVA Wise organization, including student organizations.
- (2) **Acceptance of Gifts:** When a gift is accepted, UVA Wise including the University of Virginia, assumes both a legal and an ethical obligation to conform to the wishes of the donor within the confines of UVA Wise and the University of Virginia's policies. For these reasons, it is essential that donors be encouraged to precisely indicate in writing those restrictions, if any, to be placed on the use of funds provided. Unusual restrictions are to be

submitted in writing and the Vice Chancellor of Advancement & Alumni Engagement will work with the Chancellor and UVA Senior Vice President of Advancement, when appropriate, to determine if UVA Wise can accept the restrictions. No UVA Wise representative may accept a gift or gift-in-kind without consulting with the Office of Advancement & Alumni Engagement which has responsibility and authority for accepting gifts.

- (3) **Donor Restrictions:** The donor may direct that a gift may be expended in full during one or more years for current operating expenses, capital projects or may be used to establish an endowment fund or added to operational funds. The use of funds may be specified for purposes such as professorships, scholarships, awards, books, athletics, etc. provided the donor submits his or her intentions in writing to UVA Wise. Once established, such restrictions can be changed only in writing with mutual consent of the donor, UVA Wise, the University, and the related foundation where applicable.
- (4) **Gift Payee:** Gifts for either current use or endowment purposes given directly to UVA Wise should be made payable to “University of Virginia’s College at Wise” or to “University of Virginia’s College at Wise Foundation,” and will be received and expended, or invested by the University of Virginia. Gifts for endowment or capital purposes must be specifically designated as such in writing by the donor. Typically, gifts that are to be used for specific purposes or where only the distributions are expended require a gift agreement. The AAE unit prepares a draft of the agreement and processes through the University of Virginia. Gifts made payable to: “the Rector and Visitors of the University of Virginia,” are acceptable for all areas of the University, including the College at Wise. Additionally, any gift made payable to “The University of Virginia’s College at Wise,” “University of Virginia’s College at Wise Foundation,” or to any of its departments or units, or to any of the funds administered by UVA Wise, will be considered a gift to the University of Virginia’s College at Wise and the University of Virginia.
- (5) **Approved University-Related Foundation for Fundraising Purposes:** Gifts may also be accepted for the University of Virginia’s College at Wise by The University of Virginia’s College at Wise Foundation, Inc. Specific policies for gift acceptance, receipt and acknowledgement are maintained by the UVA Wise Foundation.
- (6) **Acknowledging and Recording of Gifts:** When a gift to UVA Wise is received, it must be forwarded within 24 hours to the Office of Advancement & Alumni Engagement, for recording, deposit, and acknowledgment of receipt. All correspondence pertaining to the gift must accompany the gift. Gifts received without properly established accounts will be deposited in a suspense account managed by the Gift Accounting office until such time as a gift account is established. All gifts will be acknowledged to the donor by the appropriate staff including but not limited to the Chancellor, Vice Chancellor of unit or area, Athletic Director or other administrative officer. The Chancellor will acknowledge gifts to the University or to UVA Wise Foundation as considered appropriate.

Additional Information

Is it a gift or grant? Often faculty and staff are unsure about whether to work with the Office of Sponsored Programs (OSP) or the Office of Advancement & Alumni Engagement (AAE) when submitting requests to governmental agencies or foundations for grants. In an effort to guide our employees through this process, please complete the online form at

<https://www.uvawise.edu/support-uva-wise/ways-give/corporate-foundation-relations/successfully-prepare-proposal-submission/> as you begin your grant process.

As potential funders are considered, keep these definitions in mind:

- **Gifts:** Pledges, outright contributions received from private sources, or activities supported by an external party (i.e., donor) for which no goods or services are expected, implied or forthcoming to the donor, and in which no proprietary interests are to be retained by the donor.
- **Sponsored Program:** Any externally funded research, public service, or scholarly activity (including hosting or attending conferences) at the University or the College at Wise that has a defined scope of work often including a set of specific programmatic objectives and/or deliverables, and line-item-based budget, providing the basis for sponsor expectations and awardee accountability (i.e., a reciprocal transfer of something of value). Sponsored programs are funded through agreements that usually include terms and conditions for the disposition of tangible properties and outcomes (e.g., equipment, records, specified technical reports, theses, or dissertations) or intangible properties and outcomes (e.g., rights in data, copyrights, and inventions). Note: The terms sponsored program, sponsored project, and/or sponsored activity are often used interchangeably.
 - **Sponsored Programs through the Foundation:** On the rare occasion that grant acceptance requires that a grant go through the Foundation, grants received by the Foundation which have expenditures made by or through the College may only take place with College being a sub-grantee to the Foundation. The College's Finance Office shall be the direct point of contact with the University's Office of Sponsored Programs. Expenditure of funds cannot be made, and may disqualify expenditures made prior to the agreement, by the College prior to the establishment of the sub-award agreement with the Office of Sponsored Programs.

For more information about a gift or grant, please review the University of Virginia's policy at: <https://uvapolicy.virginia.edu/policy/FIN-001>

The University of Virginia's College at Wise Office of Advancement & Alumni Engagement follows the policies and guidelines for fundraising and acceptance of gifts as set forth by the University of Virginia.

Dated: Approved by UVA Wise Senior Staff, January 8, 2020