



POLICY ON FUND RAISING



TITLE AND COPYRIGHT

Title	Policy on Fund Raising
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Author	Mrs. F. Gandiya
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1.

Introduction

In an increasingly competitive and changing market, it is imperative that the University of Venda and its Foundation plans its fund-raising processes strategically and executes them in a professional manner.

In the context of declining State subsidies, fundraising efforts by the University of Venda have become increasingly important. It is therefore crucial for all stakeholders of the University of Venda to understand how the fundraising policies and procedures work and endeavour to abide by them. This is necessary in order to co-ordinate fundraising activities, avoid duplication, ensure optimal "fit" between projects and potential donors, maintain sound ongoing relationships between the University and its existing donors and secure the support of new donors.

Policy statement

It is the policy of the University of Venda to coordinate fund-raising processes for stated needs through the University of Venda Foundation.

2. DEFINITIONS

In this document, unless otherwise indicated:

- 2.1 "interests" means the interests of the University of Venda, which include its financial position, infrastructure, facilities, educational task, research and development focus, community service commitment and all other operational matters;
- 2.2 "fund-raising actions" means the actions undertaken by the Foundation, for the purpose of obtaining funds for stated needs;
- 2.3 "fund-raising environment" means funders comprising individuals or other funding bodies who give cash and /or in natural donations for a specific project or purpose, which project or purpose, in such fund-raising environment, mostly focuses on training, research and development, community-orientated or operational needs.



- 2.4 "In-natural donations"- The University of Venda regularly receives donations of a diverse nature. They vary from equipment, fixed property, art - and library material, archive- and museum material to personal memorabilia.

There is no detailed definition in section 18A of the Income Tax Act [section 18A (4)] on the meaning of in natural donations. The Trilingual Legal Dictionary of VG Hiemstra and HL Gonin, which is regarded as an authority and widely used in the legal profession, gives a phrase to make the meaning of "in natural" clear: "(pay) in natural products" The University of Venda regards an in natural donation as meaning a donation, not of cash, but of movable and/or immovable property, and it may therefore consist of equipment, implements, etc. Services are excluded.

3. RULES

- 3.1 Fund-raising (i.e. negotiations in the corporate market with foundations, trusts, funding units of large companies and donor agencies) is a function to be undertaken by the University of Venda Foundation, based on stated needs of the institution.
- 3.2 Fund-raising actions will be executed by the Foundation based on the submission of a comprehensive project proposal document approved by the Dean of the faculty or Director of the department concerned. The Foundation will submit these project proposals to potential funders.
- 3.3 Coordination: To prevent duplication of fund-raising actions, the Foundation must be informed of fundraising activities that may be initiated by academics, faculties, departments, students and sport clubs. The Foundation should, where possible, co-ordinate these fund-raising activities.
- 3.4 All requests for funding must be assessed by the Foundation with a view to optimising the fund-raising actions to obtain maximum benefits for the University and with a view to prioritising and evaluating the fund-raising needs.
- 3.5 Each project manager is responsible for executing the project, spending the funds as stipulated and reporting back to the funder via the Foundation using the required format.
- 3.6 No existing funder may be approached unless the University of Venda Foundation has been consulted. A list of all current funders/donors must be available at the Foundation at all times.



- 3.7 If a potential funder is identified for stated needs, the University of Venda Foundation must be informed immediately.
- 3.8 Neither the University of Venda Foundation nor any staff member will receive any commission on donations received.
- 3.9 All donations shall be used, as stipulated by the funder, and /or in terms of the project application.
- 3.10 In natural donations, i.e. donations in the form of equipment or property may have certain cost implications for the University in respect of infrastructure and maintenance. Such donations should first be assessed and approved by the intended beneficiaries and the designated asset management official before they are accepted.
- 3.11 The Directorate Research and Development shall manage applications for research funds. The Foundation assists in soliciting funds for research projects that are not funded or in augmenting projects not sufficiently funded.
- 3.12 All donations must be deposited at the University of Venda Foundation account. In the interest of transparency and financial accountability no donations may be deposited in the normal operational budget account.
- 3.13 The University of Venda Foundation must be notified of ALL cash and in natural donations as soon as they are received.
- 3.14 Ad hoc cash and /or other donations made to departments without the involvement of the Foundation should be reported immediately. The Foundation will issue the relevant tax certificate, thank the funder concerned and add the funder/donor to the list of current funders/donors.

4. PROCEDURES

The procedures are not intended to be bureaucratic controls. The procedures are the minimum procedural requirements needed to streamline the University of Venda's fund-raising efforts, maximise its impact and avoid overlap, duplication and conflict of interest.

The procedures seek to establish a transparent process in which relevant information is available to all interested parties before a prospective donor is approached.



University of Venda Foundation is responsible for –

- 4.1 Evaluation of the suitability of projects for fund-raising, with committee members and /or Executive Management Committee;
- 4.2 Raising uncommitted funds;
- 4.3 Raising of project specific funds;
- 4.4 Coordinating continuous interaction with existing funders;
- 4.5 Identifying and canvassing new funders;
- 4.6 Facilitating relationships between funders and internal stakeholders;
- 4.7 Matching projects with funders;
- 4.8 Managing a comprehensive national and international database of funders;
- 4.9 Issuing tax certificates;
- 4.10 Providing appropriate recognition to funders;
- 4.11 Taking fiduciary responsibility for donated funds;
- 4.12 Overseeing the judicious spending of monies, and timeous reporting to funders;
- 4.13 Advocating for the development of projects that address the needs of the institution and the country;
- 4.14 The annual review and implementation of the fund-raising policy and plan;
- 4.15 Ensuring the efficient mobilisation of resources for the institution;
- 4.16 Establishing a Board of Trustees to oversee macro management issues;
- 4.17 Supporting development of proposals for fund-raising; and
- 4.18 Maintaining a list of all current funders/donors.

5. DOCUMENTS

- 5.1 Conditions
- 5.2 Guidelines for proposals
- 5.3 Template for proposals (English only)

6 RELATED POLICIES AND DOCUMENTATIONS

Policy on creditors - Interim payments

7 REGULATORY FRAMEWORK

GAAP
King III report on Corporate Governance
Higher Education Act (Act 107 of 1997)

8 REVIEW DATE

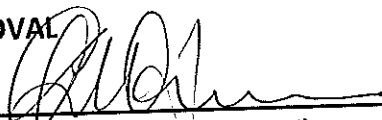
This policy will be reviewed after three years or as and when the need arises.



9 RECORD OF CHANGES

REVISION	DATE	AUTHOR(S)	DESCRIPTION

10 APPROVAL



Registrar (Secretary of Council)