Carleton University is committed to excellence in teaching and research and to the fundamental principles of academic freedom. As such, we welcome the gifts of individuals, corporations and foundations to help us achieve our academic mission, and to enhance our programs and our services to students.

The Department of University Advancement is responsible for soliciting, receiving, recording, receipting, acknowledging and recognizing donations to Carleton University. Only the Department of University Advancement may issue tax receipts on behalf of Carleton University.

It is the responsibility of this Department to ensure that the highest standards of professionalism are followed in the solicitation of gifts and in working with donors. It is the responsibility of the Chief Advancement Officer to report to the Board of Governors on all gifts over $100,000 accepted by Carleton University.

I. GIFT DEFINITION

Per the Canada Revenue Agency (CRA), a gift “is a voluntary transfer of money or property for which the donor expects and receives nothing of value in return”. Donors to registered charities – of which Carleton University is one – are eligible for a charitable tax receipt that may be claimed as a nonrefundable tax credit on an income tax return.

If the University provides something of value in return for a gift – beyond the de minimis benefit allowed by the CRA rule – the donor’s tax receipt is reduced by the fair market value of the benefit received.

The following transactions (non-gifts) are not eligible for charitable tax receipts; a gift of service, gift certificates from the issuer, the purchase of an item or service from the University and sponsorship of campus research projects for which the donor retains right of property, including intellectual property.

II. TYPES OF GIFTS

Cash, credit card or cheque
Donors can give to Carleton using cash, credit card, pre authorized chequing, payroll deduction or cheque—whether as a one-time gift, annual gift or monthly gift.
Securities and Mutual Funds
Carleton University accepts gifts of mutual funds and publicly traded securities (stocks, bonds).

Bequests
A gift of property through a will to a designated to Carleton University.

RRSPs and RRIFs
The accumulated funds in a RRSP or RRIF can be used to make a gift to Carleton University by naming the university as the beneficiary of the plan. After the age of 71 a donor can give the minimum prescribed amount of their RRIF to Carleton University.

Life Insurance
There are many ways to donate using life insurance. Donors may gift a new policy or transfer an existing policy.

Gifts-in-kind
Gifts-in-kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, real estate, securities, and cultural and ecological property.

Charitable Remainder Trust (CRT)
A charitable remainder trust is a gift that pays income to individual beneficiaries for life or a term of years and then distributes the remaining assets to one or more charities; or a donor may have the use of a physical asset gifted through a CRT for their lifetime.

Charitable Gift Annuity
A charitable gift annuity is an arrangement that enables donors to make an immediate gift and receive income for life for either themselves or a designated beneficiary.

III. PRINCIPLES OF GIFT ACCEPTANCE
The following principles will be considered before a gift is accepted by Carleton University. The Department of University Advancement is responsible for ensuring that the University abides by these principles. The gift will:
• further the charitable purpose of Carleton University;
• gifts in kind must be accepted by the Dean or Department head and suitable for use by the university;
• not in any way limit or impose conditions on academic freedom;
• not be accepted if an appropriate fair market value cannot be determined, or will result in unwarranted or unmanageable expense to the University;
• comply with federal, provincial or municipal law, the Ontario Human Rights Code, Carleton University’s Equity and Human Rights Policies and/or will not jeopardize the University’s charitable status;
• not be accepted if it requires the University to provide any special consideration including admission to the University for the donor or designate, or improperly benefits any individual, or requires that Carleton University deviate from its normal hiring, promotion and contracting procedures.
When an offer of a charitable gift is judged by the Department of University Advancement to be contrary to the University’s best interests, to be contentious or unusual the Chief Advancement Officer will provide a report to the President and Vice-Chancellor. The President and Vice-Chancellor will provide this information to the Executive Committee of the University’s Board of Governors. The final decision to accept or decline any such gift rests with the Executive Committee of the University’s Board of Governors.

IV. APPROVALS FOR GIFT ACCEPTANCE

- Gifts under $100,000 are approved by the Chief Advancement Officer and appropriate Dean or equivalent. The Dean will inform the Provost of all gifts;
- Gifts over $100,000 but under $1 million dollars are approved by the Provost and VP Academic, Chief Advancement Officer and appropriate Dean;
- Gifts of $1 million dollars and over are approved by the Chief Advancement Officer, the appropriate Dean, the Provost and VP Academic, the President and Vice-Chancellor and the Board of Governors.

V. RESPONSIBILITY TO DONORS

Carleton University holds all donors in high esteem. Without exception, the University's donor relationships are of utmost priority.

The Department of University Advancement helps donors and their advisors to design gifts that meet each donor’s philanthropic and financial objectives within the context of the University’s needs and priorities.

The University has an ethical responsibility to every donor. All staff, volunteers and professional representatives acting on behalf of the University will conduct themselves in accordance with accepted professional standards of accuracy, truth and integrity.

At all times, advisors working with donors or prospective donors to the University will keep all information, data, or other communications strictly confidential. The professional standards and code of behaviours set out by the Association of Fundraising Professionals (AFP) and the Canadian Association of Gift Planners (CAGP) will serve as the ethical guidelines when raising funds for the University.

VI. RELATED POLICIES

Gifts in Kind Policy
Philanthropic Naming Policy
Campaign Policy
Gift Acceptance Policy