



# Acceptance of Gifts Policy of The British Institute for the Study of Iraq (BISI)

---

## **Introduction**

1. The British Institute for the Study of Iraq (BISI) (“the Institute”) welcomes philanthropic gifts and sponsorships which support the values of the Institute and enable it to advance its mission.
2. This Gift Acceptance Policy forms part of a framework for solicitation, review, acceptance, administration and stewardship of all philanthropic gifts and sponsorships to the BISI.
3. This policy and its related procedures will be reviewed annually.

## **Remit**

4. This Gift Acceptance Policy covers the solicitation, review, acceptance, administration and stewardship of all philanthropic gifts, bequests and sponsorships supporting The British Institute for the Study of Iraq from individual donors, charitable associations, trusts and foundations and corporates. It applies to all forms of philanthropic gift and donation, monetary and non-monetary as well as commercial income arising from sponsorships.

‘Gifts’ will cover all categories outlined above for the remainder of this policy.

5. Authority for accepting or declining philanthropic gifts to the BISI rests with its Council.
6. Council has delegated authority for accepting or declining philanthropic gifts to the BISI Fundraising Committee, although any decisions deemed by the committee to be sufficiently unusual, substantial, sensitive or complex will be referred to Council before acceptance.

## **Administration**

7. The BISI Fundraising Committee membership is made up of BISI Council members and co-opted members. The BISI Chair, Hon Treasurer and/or the Financial Controller, BISI Executive Director, and BISI Development Director (if in post) shall be ex-officio members of the Committee. The Executive Officer and any individuals appointed to development roles or positions will attend committee meetings to support the committee.
8. Decisions on the acceptance of gifts must adhere to the following principles:
  - a. The BISI will protect its reputation, autonomy, integrity and academic freedom and will decline any gift which compromises these values or in any way restricts impartial, independent research or scholarship or its dissemination

- b. The BISI will only accept gifts that are within the law and compatible with its charitable objectives.
  - c. The BISI strives to be transparent about the source and purpose of all gifts. Where a donor wishes to remain anonymous, the Institute will take all reasonable steps to preserve the donor's anonymity subject to applicable law.
9. In deciding whether to accept or decline a gift, the Fundraising Committee will conduct all reasonable enquiries and decline gifts where:
- a. There is evidence that the gift itself arises in whole or in part from activity that:
    - Is illegal (e.g. illicit trade in antiquities, pornography and objets d'art)
    - Evaded taxation
    - Violated international conventions
    - Limited freedom of inquiry
    - Suppressed or falsified academic research
  - b. There is evidence that the gift, or any of its terms, will require of the British Institute for the Study of Iraq:
    - Any action that is illegal
    - Any limitation to freedom of inquiry
    - Any suppression or falsification of academic research
  - c. There is evidence that the gift, or any of its terms, will:
    - Create unacceptable conflicts of interest for the Institute
    - Give the donor undue influence over the Institute
    - Contribute to lower academic standards or weaken procedures regarding the initiation, conduct and evaluation of academic activity
    - Compromise the BISI's reputation or our partnerships with Iraqi scholars
10. Further, in deciding whether to accept or decline a gift, due consideration must be given to the following matters. Would the gift:
- a. Help the BISI fulfil its mission?
  - b. Expose the BISI to undue adverse publicity or reputational risk?
  - c. Require unacceptable financial expenditure and/or use of BISI resources?
  - d. Unreasonably inhibit the BISI in seeking gifts from other donors?
  - e. Require the BISI to grant undue favour, influence or benefit to particular persons or organisations (e.g. awardees, particular classes of awardees, the donor or the donor's family or friends)?
  - f. Require the BISI to deviate from its normal policies and procedures?
11. The BISI will review any decisions taken in good faith relating to the acceptance of particular gifts should subsequent events or additional information comes to light which justify such a review.
12. All donors making gifts shall be screened in accordance with a Donor Screening Procedure. Screening will be conducted by BISI Executive Officer and/or Development staff and/or, when required, external consultants.

13. All potential gifts that are material to the BISI in either nature or amount (any gift of £10,000 or above) shall be referred to the Executive Officers of the BISI Council for consideration. Donations below this level will be approved by the Committee Chair (s) on the advice of the Executive Officer. Where potential gifts are material in nature, the Executive Officer/ Director of Development will ensure that the BISI Fundraising Committee Chair (s) and the BISI Council's Executive Officers are informed at an early stage in the solicitation process.
14. All potential donees will be made aware of the existence of the BISI's policy at an early stage in the discussions or negotiations.
15. For all philanthropic gifts of £20,000 or above, a gift agreement/grant agreement shall be put in place. All gift agreements will include the following:
  - a. Statement that the management or governance of any activity rests solely with the BISI.
  - b. Statement of the purpose of the gift.
  - c. Signatures of the donor (or an authorised representative of the donor), and the Chair or Hon Treasurer of the BISI Council.
16. For all philanthropic gifts below £20,000 a Gift Agreement will not be required unless deemed necessary by the BISI Council.

[May 2021 BISI Fundraising Committee revised final policy agreed by BISI Council in February 2021 for submission to the BISI Council in June 2021]