

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE RESOURCE DEVELOPMENT STRATEGIES PROGRAM / GIFT ACCEPTANCE	Policy 3.03.04
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Introduction and Purpose

Southwestern Community College maintains a resource development ~~Program~~ **strategies** that ~~are~~ **is** directly related to the College's vision, mission, and goals.

The ~~purpose of the~~ **reason for a unified approach to** resource development ~~Program~~ **strategies** is to: understand the **College's** resource ~~needs of the College~~; detect and anticipate promising growth opportunities for the College; develop and maintain positive relationships important to the College; identify and capture external resources to advance College activities; and manage external resources in an effective and responsible manner. To be most effective, these efforts must be carefully coordinated to serve the **College's** best interests ~~of the institution~~. The following guidelines govern the various activities involved in securing internal and external resources. They address the planning, promotion, solicitation, acceptance, **rejection**, receipt, management, reporting, use and disposition of gifts and grants to the College.

A. Responsibility

The President ultimately controls and coordinates efforts to secure external resources for the College. ~~The President has designated the Chief Development Officer to be responsible for the planning, evaluation and initiation of all resource development activities.~~ The President **shall** work with ~~the Chief Development Officer, the Office for Grant Activities,~~ **his or her designees** and the Southwestern Community College Foundation to achieve the **College's** resource development goals ~~of the College. Other faculty and staff members are encouraged to assist in these activities as appropriate.~~

B. General Guidelines

1. The College shall seek ~~and accept~~ gifts and grants for the implementation and support of accepted programs which are consistent with the **College's** mission, ~~and goals, purposes and services of the College and which~~ are deemed consistent with the laws, regulations, and policies of the State of North Carolina and the federal government.
- ~~2. Gifts and grants sought by and received for the benefit of the College may take, but are not limited to, one or more of the following forms: a) cash from individuals, corporate entities or organizations providing grants and contracts; b) stocks, bonds, or other negotiable instruments; c) real property; d) gifts in kind, such as equipment, supplies, professional services, furniture, books, art, etc.; and e) annuities and life insurance.~~
2. All resource development activities shall be conducted with a view toward maximizing the College's philanthropic potential with each constituency—individual, civic organization, business, industry, foundation, government agency, etc. To

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE RESOURCE DEVELOPMENT STRATEGIES PROGRAM / GIFT ACCEPTANCE	Policy 3.03.04
-----------------------------------	--	-------------------

achieve this, the President, ~~the Chief Development Officer, the Office for Grant Activities,~~ **his or her designees** and the Southwestern Community College Foundation will work together to integrate and coordinate activities.

3. **The complexity of laws governing gifts makes it necessary that all solicitation and acceptance or rejection of gifts be coordinated with the President and/or the Director of the Foundation.**

The President may decline any gift that is determined not to further the mission of the College, is given for an illegal or discriminatory reason, or if the costs associated with the acceptance would outweigh any benefit of the gift.

4. **Gifts and grants sought by and received for the College's benefit may be, but are not limited to, one or more of the following forms:**

a) **cash from individuals, corporate entities or organizations providing grants and contracts;**

b) **stocks, bonds, or other negotiable instruments;**

c) **real property;**

d) **gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art, etc.; and**

e) **annuities and life insurance.**

5. No individual or unit of the College shall solicit gifts or grants in the name of or on behalf of the College until and unless authorized to do so by the President or **his/her** designees. ~~Faculty, staff and other College personnel are encouraged to work with the Chief Development Officer, the Southwestern Community College Foundation, and the Office for Grant Activities to seek gifts and grants.~~

6. All requests for gifts or grants shall be sought and accepted **or rejected** using ethical business, professional, and philanthropic promotional practices to avoid any real or apparent conflicts of interest in present or future relationships, and ensure that all donors and granting entities are treated fairly and equitably.

7. All gift documents, grant agreements, and contracts related to external resource awards may be reviewed by an attorney for proper legal form and acceptable protection of the **College's** interests ~~of the College.~~

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE RESOURCE DEVELOPMENT STRATEGIES PROGRAM / GIFT ACCEPTANCE	Policy 3.03.04
-----------------------------------	--	-------------------

8. No College personnel shall benefit personally through commission or other benefits that may be related to any gifts or grants received by the College.
9. All financial transactions related to gifts and grants received by the ~~College or the Southwestern Community College Foundation~~ shall be audited annually by an external auditor. In addition, the College ~~and the Southwestern Community College Foundation~~ will make financial records available for audit upon request by the sponsoring donor or granting entity.

C. Gifts

The President will use his/her best efforts to ensure that all gifts to, or for the use of, the College are structured to provide the maximum benefit to the College. Because of the complexity of some gifts, this section is to establish standards indict to evaluate potential gifts to the College.

1. The College ~~regularly~~ routinely seeks gifts **as appropriate** from a wide variety of donors including business, industry, foundations, civic organizations, college employees, alumni and other individuals. Gifts from these entities may take, but are not limited to, one or more of the following forms:
 - a) cash;
 - b) stocks, bonds, or other negotiable instruments;
 - c) real property;
 - d) gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art, etc.; and
 - e) annuities and life insurance.
2. The ~~Executive Director of the Southwestern Community College Foundation,~~ together with the President and **his or her designees** ~~other appropriate College personnel,~~ shall be responsible for all activities related to gifts, such as: seeking, receiving, acknowledging, managing, accounting for, and using gifts in accordance with the purpose designated by the sponsoring donor.
- ~~3. The complexity of laws governing gifts makes it necessary that all solicitation and acceptance of gifts be coordinated with and approved by the President or the Executive Director of the Foundation.~~

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE RESOURCE DEVELOPMENT STRATEGIES PROGRAM / GIFT ACCEPTANCE	Policy 3.03.04
-----------------------------------	--	-------------------

- ~~4. Gifts may be solicited for and accepted by the Southwestern Community College Foundation, Inc., a non-profit organization established for the purpose of acting in partnership with the College to serve the purposes of the institution, or the College on its own behalf. The President or his designee will, together with the donor, determine which vehicle best meets the needs of all parties.~~
- ~~5. Prospective donors may be approached individually to solicit major gifts or as part of a group identified to participate in a directed fund raising campaign or special event.~~
6. Donors may **sometimes** designate how a gift is to be used by the College ~~or the Southwestern Community College Foundation~~. The generally-accepted categories of gifts are as follows:
- A. Unrestricted. These gifts may be applied by the College ~~or Southwestern Community College Foundation~~ in any manner deemed best for the College.
 - B. Restricted. These gifts must be used for the designated purpose, such as to provide student scholarships, **establish** endowed scholarships, **purchase** library materials, etc. **The College shall not accept gifts with discriminatory or illegal restrictions.**
 - C. Deferred/Planned. These gifts provide the College benefits in the future ~~through~~ **including but not limited to** such forms as annuities or life insurance. Proceeds from deferred or planned giving may be **unrestricted**, ~~designated~~ or restricted as the donor may stipulate.

The Southwestern Community College Foundation has established other standards regarding gift solicitation, acceptance and donor stewardship not inconsistent with those set forth herein.

C. Grants & Contracts

1. Grants **and contracts** are available to support the **College's** work ~~of the College~~ from a number of sources, both public and private, to fund a variety of programs and purposes. **Grants Awards** from these sources may take, but are not limited to, one or more of the following forms: cash; equipment, supplies, software; and other goods and services.
2. The **Executive** Director of **Institutional Development** ~~the Office for Grant Activities~~, together with the President and ~~other appropriate College personnel~~ **his or her designees**, shall be responsible for all pre-award

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE RESOURCE DEVELOPMENT STRATEGIES PROGRAM / GIFT ACCEPTANCE	Policy 3.03.04
-----------------------------------	--	-------------------

activities related to grants and contracts, such as: idea development; prospect research; proposal development and submission; term negotiation; award acknowledgment; and project launch.

3. The College may engage in grant seeking activities on its own behalf, through the Southwestern Community College Foundation, as a partner with one or more external organizations, on the behalf of an external organization, or as a sub-contractor. All such grant seeking activities shall be approved by the President or his **or her** designee.
4. The College may choose to support the grant seeking activities of an external organization with a letter of support, a letter of commitment, a Memorandum of Understanding, or other document. All such gestures of support shall be approved by the President **and/or** his **or her** designee.
5. All direct and indirect costs related to grants and contracts should be recovered to the fullest extent possible. **Any request to waive or redirect otherwise available indirect costs on a project will be submitted to the President in writing for consideration.**
6. Various grants and contracts may require a cash/in-kind match or sustainability commitment on behalf of the College ~~or the Southwestern Community College Foundation~~. All such commitment shall be approved by the President **and/or** his **or her** designee.
7. **The Board of Trustees delegates to the President the authority to execute all contracts, grant applications and awards presented in the name of the Board of Trustees.**
8. The Business Office, ~~through its Sponsored Programs Compliance Office,~~ and **the Office of Institutional Development**, together with the President and **his or her designee(s)**, ~~any other appropriate College personnel~~, shall be responsible for all post-award activities related to grants and contracts, such as: fund establishment; fiscal management of resources; programmatic oversight with project directors; monitoring deliverables; personnel and purchasing processes; compliance with grantor and College regulations, policies, and procedures; grantor recognition and communication; records retainage; and other activities. All post-award financial activities will be conducted according to generally accepted accounting practices.
9. The Business Office exercises fiscal control of all externally funded grants, contracts and other sponsored programs. Separate accounts are

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE RESOURCE DEVELOPMENT STRATEGIES PROGRAM / GIFT ACCEPTANCE	Policy 3.03.04
-----------------------------------	--	-------------------

established for each grant, contract or sponsored program. Financial statements are prepared according to generally accepted accounting practices. Purchasing and contracting subordinate to grants will be conducted to meet the sponsoring agencies guidelines, but always meeting the requirements of North Carolina's purchasing and contract policies.

Adopted: October 2005

Revised: **April 28, 2015**