Donation Acceptance, Management and Fundraising Policy

Section 1 - Purpose

(1) The purpose of this Policy is to provide the principles for fundraising, and the acceptance and management of donations to the University.

(2) The Donation Acceptance, Management and Fundraising Procedure should be read in conjunction with this Policy.

Section 2 - Scope

(3) This Policy applies to all fundraising activities conducted by the University, fundraising activities conducted by controlled entity staff on behalf of the University, and donations made to the University.

(4) This Policy does not apply to:

a. personal gifts to staff (refer Disclosure of Interest Policy);
b. funds raised personally by employees for causes external to the University via crowdfunding or other fundraising platforms;
c. instances of individuals volunteering time or expertise (refer Volunteer Management (Including Volunteer Researcher) Policy); and
d. donations of bodies for medical research and training (refer Body Donor Program).

Section 3 - Audience

(5) Staff, including staff of a controlled entity, alumni, University of Newcastle Council members, donors and potential donors to the University of Newcastle (University).

Section 4 - Interpretation

(6) In the context of this document:

a. 'administrative fees' include any overheads to process or manage donations, or undertake the activity funded by the donation, including Indirect Cost Recovery charges for donations intended for research, but does not include the actual activity intended to be funded by the donation (see also Indirect Cost Recovery Procedure).

Section 5 - Principles

(7) The University will apply the principles outlined in this Policy to fundraising and the acceptance and management of donations.

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(8) The University is committed to:

a. upholding the highest standards of integrity, transparency and professionalism in all fundraising activities;
b. ensuring accountability to donors, partners and beneficiaries;
c. ensuring that every donation is used effectively and as intended;
d. engaging its communities as co-creators in the fundraising process;
e. inclusive fundraising practices that address systemic inequities and uplift under-represented communities; and
f. fundraising efforts that reflect the diverse voices and needs of the University community.

(9) The University favours philanthropic support that can contribute to long-term, sustainable impact and fundraising that advances academic, social and environmental outcomes, in line with the University's commitment to sustainability and the United Nations Sustainable Development Goals.

(10) The University must comply with all relevant laws in relation to fundraising and the acceptance and management of donations. As such, the exercise of any decision or the taking of any action under this Policy or its related procedure is subject to the University's compliance with any relevant law.

(11) The University seeks to build respectful, value-aligned relationships with donors, partners and alumni. As such, the University may accept donations where the donation is aligned with the University's values, mission, strategic direction, and research, academic, community or educational priorities.

(12) The acceptance of a donation should not disadvantage the University, nor pose undue financial, legal, or reputational risk to the University.

(13) Decisions regarding the acceptance of a donation must be informed by an assessment of the risks associated with the donation or potential donor in accordance with the University's Risk Management Framework, and be considerate of the University's Ethical Framework.

(14) Minimum amounts may be prescribed for donations intended to support a new donor-funded activity.

(15) Donations may have specific purposes and the University will endeavour to honour donor intent for all accepted donations where possible and reasonable.

(16) Details of donations accepted by the University must be:

a. managed in accordance with the University's Records Governance Policy;
b. recorded in line with University privacy policies; and
c. managed in accordance with the University's financial management and investment policies.

(17) All reasonable steps must be taken to ensure that donor information is handled confidentially and consistent with the donor's wishes.

(18) Administrative fees must not be applied by the University to donations, except where specified by the terms of the donation; for example, administrative fees in relation to donations intended for research (see Section 4).

(19) The University may, at its discretion, allow or remove naming recognition of donations in accordance with any relevant University policy and delegations of authority.

(20) The University should undertake appropriate consultation with the donor (or their representative) where possible, to ensure donations are applied in alignment with the donor’s broad intent.

(21) The communication of the outcomes of philanthropy should be undertaken in a way that highlights dignity,

agency and achievement using storytelling that centres the voices and contributions of those affected and reflecting the transformative power of education, research and community programs.

(22) The University may return a donation (or part thereof) or take any other action it considers appropriate in the circumstances. This may include, but is not limited to, where an administrative or system error has occurred or where information comes to light to indicate that the donor no longer aligns with the University's values. Any taxation implications arising from the return of a donation are the responsibility of the donor.

(23) The University reserves the right to decline a donation.

Status and Details

Status	Current
Effective Date	13th October 2025
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Expiry Date	Not Applicable
Responsible Executive	Alex Zelinsky Vice-Chancellor alex.zelinsky@newcastle.edu.au
Enquiries Contact	Kate Meyers Director Advancement Office of Philanthropy

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Council member" - A person who is a member of the University Council as described in Section 8B of the University of Newcastle Act, 1989.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Controlled entity" - Has the same meaning as in section 16A of the University of Newcastle Act 1989.

"Donation" - A gift of money or property made voluntarily to the University with no material benefit to the donor.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.