

# **THE TANDANA FOUNDATION**

## **GIFT ACCEPTANCE POLICIES AND GUIDELINES**

The Tandana Foundation (“Tandana”), a not for profit organization organized under the laws of the State of Ohio, encourages the solicitation and acceptance of gifts to or for the benefit of Tandana for purposes that will help Tandana to further and fulfill its mission.

The mission of Tandana is to support the achievement of community goals and address global inequalities through caring intercultural relationships that embody mutual respect and responsibility.

Tandana’s Trustees have a fiduciary duty to assure that Tandana’s assets are used efficiently and protected from potential liabilities and diversion to purposes other than those that further Tandana’s goals. The following policies and guidelines govern acceptance of gifts made to Tandana or for the benefit of any of its programs.

### ***I. Purpose of Policies and Guidelines***

The Board of Trustees of Tandana and its staff solicit current and deferred gifts from individuals, corporations, organizations, groups, and foundations to secure the future growth and mission of Tandana. We appreciate donors’ consideration of any gift to Tandana. In all matters involving current and prospective donors, the interest of the donor is important to Tandana. [Please call Tandana’s President at 937-862-0202 if you have any questions or if you wish to discuss any aspect of this Policy.]

These policies and guidelines govern the acceptance of gifts by Tandana and provide guidance to prospective donors and their advisors when making gifts to Tandana. The provisions of these policies apply to all gifts to Tandana for any of its programs. Gifts will be accepted only if they do not hinder Tandana’s mission, purpose and procedures.

Tandana shall accept only such gifts as are legal and consistent with organizational policy. While Tandana does not provide tax advice, every effort will be made to assist donors in complying with the intents and purposes of the Internal Revenue Service in allowing charitable tax benefits.

### ***II. General Policies Relevant to All Gifts***

#### ***A. Use of Legal Counsel***

Tandana may (but need not) seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

#### ***B. Conflict of Interest***

Tandana urges all prospective donors to seek the assistance of independent personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

#### ***C. Restrictions on Gifts***

The most desirable gifts are those with the least restrictions, as unrestricted funds allow Tandana the most flexibility to address the most pressing needs. Tandana will not accept gifts that are too restrictive in purpose, including gifts that are too difficult to administer, gifts that are for purposes not consistent with Tandana’s mission, as defined by its Articles of Incorporation and Bylaws, and gifts not consonant with its current or anticipated future programs. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Tandana Board of Trustees.

# THE TANDANDA FOUNDATION GIFT ACCEPTANCE POLICIES AND GUIDELINES

## III. *Types of Gifts*

### *A. Standard Gifts*

The following gifts are acceptable generally without board approval:

- Cash
- Publicly traded securities
- In-kind gifts of services, equipment, or supplies that Tandana can use cost effectively in its normal operations, as determined by Tandana staff

### *B. Non-standard Gifts*

- After review and consideration by the Board of Trustees of Tandana, certain non-standard or non-cash gifts (such as real property, personal property, in-kind gifts, non-liquid securities, life insurance policies and contributions whose sources are not transparent or whose use is restricted in some manner) may be acceptable.
  - a. **General Policy for Non-Standard Gifts.** Tandana will generally accept non-standard or non-cash gifts only when:
    - i. It is reasonably expected the gift may be converted into cash within a reasonable period of time or
    - ii. Tandana can utilize the property or service cost effectively in its normal operations.
  - b. **Exclusions.** In general, unless a specific exception is made by the Board of Trustees, Tandana *will not accept*:
    - i. in-kind gifts for use overseas that require Tandana to pay fees, duties, tariffs, insurance costs, shipping costs or any other fees or costs in order for the gifts to be used;
    - ii. expired pharmaceuticals or pharmaceuticals that will expire within 6 months of donation (pharmaceuticals that will expire within 6-12 months of donation will be taken on a case-by-case basis);
    - iii. used medical devices or supplies or any medical devices or supplies that will expire within 6 months of donation (medical devices or supplies that will expire within 6-12 months of donation will be taken on a case-by-case basis).
  - c. **In-Kind Gifts.** For more information about Tandana's needs and preferences regarding in-kind gifts, please visit Tandana's webpage at: <https://www.tandanafoundation.org/ways-to-donate.html>.

## IV. *Miscellaneous Provisions*

### *A. Fees and Commissions*

Tandana generally does not pay "finder's fees" or commissions to third parties in connection with any kind of gift to Tandana. No officer, employee or agent of Tandana is or will be compensated in a manner that is dependent on the size or nature of gifts made to Tandana by any person. If Tandana engages legal counsel, accounting professionals, appraisers or environmental consultants, their fees and expenses will be determined by the time they spend engaged in Tandana's work and not by reference to any particular gift in connection with which they are retained.

### *B. Changes to Gift Acceptance Policies*

The Board of Trustees of Tandana must approve any changes to these policies. The policies will be regularly reviewed.

**Passed by the board on 1/31/21**