

Fundraising Policy

Nōnahea i Whakarerekē Last Modified	June 2025
Rā Arotake Next Review Date	June 2029
Mana Whakaae Approval Authority	Amokapua Assistant Vice-Chancellor Engagement
Āpiha Whakapā Contact Officer	Director of Advancement

Kupu Whakataki | Introduction

University of Canterbury encourages and gratefully receives philanthropic gifts and sponsorships from alumni, current and former staff, foundations, businesses, and members of the broader community. This policy provides information on the acceptance and management of such funds and assets received into the University – directly, or through the University of Canterbury Foundation – by any member of UC’s professional or academic staff, student body, Council, Foundation Board, or any formally constituted volunteer committee.

This policy does not cover gifts made personally to staff. Gifts, koha, and hospitality received by members of staff in their individual capacity are covered by the *Gifts, Koha and Hospitality Policy* (UCPL-4-128).

This policy also does not cover research contracts, commercial investments, income derived through earnings or merchandise sales, or any revenue that involves an exchange with the funder of ownership of intellectual property.

Kaupapa Here | Policy Statements

Receiving Funds

Supported by the Advancement staff, responsibilities for fundraising are shared among the Senior Leadership Team, heads of schools, and other senior academic and professional staff. When participating in fundraising activities, staff shall strive to provide appropriate and accurate information to funders and their advisors and shall strive to achieve a mutually agreeable outcome without pressure or undue influence, maintaining the highest ethical standards in all transactions.

UC’s Advancement staff serve as the initial operational contacts for bringing external funding into to the University. Staff in discussion with potential external funders must seek advice on how to best receive and manage the funds. The Advancement staff will assess the source and nature of the funding (philanthropic, sponsorship, research contract, or other), liaise with Research & Innovation

(R&I) when necessary, and consider whether the funding should be received and managed through R&I, the University of Canterbury Foundation, or University Finance.

Donors may give to the University directly (charities registration CC24221), or indirectly through established charitable trusts, including:

- **University of Canterbury Foundation** - an independent NZ charitable trust. The Foundation is registered as a charity with the Department of Internal Affairs (registration number CC27669).
- **University of Canterbury Foundation in America Inc. (UCFiA)** - USA Registered 501(c) 3 which allows US taxpayers to donate financial or other assets tax efficiently.
- **University of Canterbury NZ Trust (UCT-UK)** - UK Registered Charity which allows UK taxpayers to donate financial or other assets tax efficiently.

Sponsorship income is received and managed by the University directly, typically via the faculty or departmental budget-holder for the project or event being sponsored.

Determining if Funds are Philanthropic

When determining if Funds meet the definition for philanthropy, UC will consider the guidelines established by [Inland Revenue](#) as well as the [Global Reporting Standards](#) maintained by the Council for the Advancement and Support of Education (CASE). Funds that do not meet the criteria for philanthropy include but are not limited to those that:

- confer ownership of intellectual property to the funder;
- confer the right to guide or direct research or influence the publication of results;
- have been given to the University in exchange for services provided by a University employee, including consultancies and speaking engagements;
- originate from the University itself (e.g. an allocation of departmental funding);
- have been directly received from any other [NZ government institution](#)
- mandate the public use of the funder's logo and/or brand;
- confer the right to unilaterally select a scholarship recipient or any new staff hire;
- have been directed into the University without sufficient documentation, or are of unknown provenance.

Accepting Gifts and Sponsorships

In determining whether to accept gifts or sponsorships, the University will consider whether the funding in question:

- would interfere with the University's decision-making autonomy or impinge upon academic freedom in teaching or research;
- would give the funder or the funder's representative the right to unduly influence the selection of any specific beneficiary, including recipients of scholarships, bursaries, awards, or any academic hires;
- confers a direct benefit to the funder or any close family member;
- requires any future business or employment arrangements between the University and any other party;

- is financially unsound;
- could expose the University to unacceptable risk or liability;
- could damage the University's local, national or international reputation;
- may require a burdensome level of administration disproportionate to the benefit received;
- may derive from illegal or unethical activities;
- has terms that conflict with New Zealand law;
- has terms that conflict with the stated values of the University;
- would require the University to undertake activities that are not consistent with its academic priorities or strategic direction.

Authority to accept gifts will align with the UC Finance Delegations Schedule.

Declining Funds

The University reserves the right to decline or rescind the acceptance of any funding if it believes that accepting the funds is not in the best interest of the University. If acceptance is rescinded after the funds have already been paid into a University or UC Foundation bank account, the funds will be returned to the funder. If that is not possible, or the funder refuses the return of the funds, the University will redirect the funds to another charitable organisation in its sole discretion.

Recording and documentation

Regardless of how they are received into the University, all gifts and sponsorships must be formally recorded through a gift agreement, memorandum of understanding, online form, or any other formal method. Documentation must include a description of the gift (i.e., cash, shares, real estate, or other assets); the amount; the purpose and alternative purpose, if applicable; any donor-directed restrictions; and the anticipated payment schedule for multi-year commitments.

In order to facilitate accurate benchmarking against other universities in New Zealand and internationally, we will endeavour to adhere to the CASE Global Reporting Standards whenever possible.

Financial Delegations

Financial delegations for fund acceptance are recorded in the University Finance Delegations Schedule.

Commitment to Ethical Practice

In order to fulfil our obligations as official members of the Council for Advancement and Support of Education (CASE), and to ensure the University upholds the highest ethical principles in fundraising, all University staff, students and volunteers who are actively involved in the fundraising process will adhere to the CASE [Statement of Ethics](#) and the CASE [Donor Bill of Rights](#).

Tautuhinga | Definitions

Advancement staff – Members of staff employed by the University to support fundraising, gift processing, Foundation operations, alumni engagement, and management of the University's fundraising database.

Fundraising – The act of soliciting and procuring external support – either in-kind or monetary – through tax-deductible philanthropic donations, or sponsorships.

Philanthropic Gifts (aka Donations) – Contributions of money or other assets “made voluntarily by a supporter to [the University] by way of benefaction in return for which the supporter receives no material benefit or advantage.” [Gift Definition \(ird.govt.nz\)](#)

Sponsorship – Where the funder “intends to promote his or her business in some manner when incurring the expenditure, but the expenditure made also benefits the [University] in a manner unrelated to the ordinary receipt of income from [its] income-earning activities.” [Sponsorship Definition \(ird.govt.nz\)](#)

He kōrero anō | Related Documents and Information

Whakaturetanga | Legislation

- [Charitable Trusts Act 1957 \(New Zealand Legislation website\)](#)
- [Charities Act 2005 \(New Zealand Legislation website\)](#)

Te Pātaka Kaupapa Here | UC Policy Library

- [Gifts, Koha and Hospitality Policy](#)
- [Naming Rights Policy](#)
- [Research Contracts Policy](#)
- [Intellectual Property Policy](#)

Te Pae Tukutuku me te Ipurangiroto o UC | UC Website and Intranet

- [Fixed Assets: overview and policies \(University Financial Services intranet\) \(Staff Only\)](#)
- [Research & Innovation at UC](#)
- [IP and Research Commercialisation](#)
- [Statement of Ethics](#)
- [Donor Bill of Rights](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Converted document into new template and document pushed out. Updated title of contact officer and hyperlinks.	Policy Unit	Aug 2013
1.01	Document review date pushed out.	Policy Unit	Feb 2014
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1.03	Hyperlinks updated.	Policy Unit	Jul 2014
1.04	Review date pushed out.	Policy Unit	Oct 2014
2.00	Scheduled review.	Director of Student Services and Communications.	Apr 2015
2.01	Titles updated and definitions added.	Policy Unit	Sep 2015
2.02	Clarification of titles.	Policy Unit	Dec 2015
2.03	Updated definitions for consistency.	Policy Unit	Mar 2016
2.04	Updated definitions and changed Alumni and Development to Alumni & UC Foundation.	Policy Unit	Sep 2016
3.00	Scheduled review by Contact Officer, changes to content and layout of content.	Executive Director, Student Services and Communications.	July 2018
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