Whole Life Farm Arts & Music Foundation

SECTION 5 - DONATION & GIFT ACCEPTANCE POLICY

Policy & Governance Handbook

Draft for Board Review and Adoption

Purpose: This policy provides a consistent process for accepting charitable gifts while protecting donors, the Foundation, and its mission. The Foundation welcomes support that advances accessible music, arts, cultural education, community programming, and related charitable activities.

1. GENERAL POLICY

The Foundation may accept charitable contributions that are consistent with its mission, charitable status, programs, legal obligations, and ability to responsibly administer the gift. The Foundation may decline a gift when acceptance would create unreasonable financial, legal, ethical, reputational, administrative, or programmatic burdens.

2. TYPES OF GIFTS

Subject to appropriate review, the Foundation may accept cash, checks, electronic payments, grants, sponsorship support, publicly traded securities, equipment, musical instruments, art or educational materials, supplies, services where appropriate, and other property that supports the Foundation’s charitable purposes.

3. CASH AND CASH EQUIVALENTS

Cash, checks, credit/debit card donations, electronic transfers, and donations through approved online platforms may generally be accepted without special Board approval when no unusual restrictions or conditions are attached. Checks should be payable to the Foundation rather than to an individual.

4. IN-KIND DONATIONS

The Foundation may accept useful goods such as musical instruments, audio equipment, art supplies, educational materials, event supplies, furnishings, or other property when the gift supports current or reasonably anticipated needs. The Foundation may decline items that are unsafe, unusable, excessively costly to store or maintain, difficult to dispose of, or unrelated to its mission.

5. DONATED SERVICES

Volunteers and professionals may donate services to the Foundation. The Foundation may acknowledge the service but shall not provide a charitable contribution receipt stating a tax-deductible dollar value for donated services. Donors should consult their own tax advisers regarding deductibility.

6. RESTRICTED GIFTS

The Foundation may accept gifts restricted to a particular charitable program or purpose when the restriction is consistent with the Foundation's mission and can be reasonably administered. Restrictions should be documented. The Foundation shall not knowingly accept restrictions that are unlawful, discriminatory, impossible to fulfill, inconsistent with its charitable purposes, or likely to jeopardize its tax-exempt status.

7. DONOR-DESIGNATED PROGRAMS

A donor may express a preference that a contribution support a Foundation program, scholarship fund, class, camp, event, instrument fund, community initiative, or other charitable activity. The Foundation retains appropriate control and discretion over charitable funds as required for tax-exempt organizations and shall not serve merely as a conduit for payments to a particular private individual.

8. GIFTS BENEFITING INDIVIDUALS

The Foundation may operate legitimate charitable scholarship or assistance programs benefiting individuals when recipients are selected using objective, mission-related criteria and appropriate procedures. Donations earmarked for a specifically named individual require careful review and may be declined when accepting them would be inconsistent with charitable requirements.

9. SPONSORSHIPS

Business sponsorships may be accepted when consistent with the Foundation's mission and public image. Sponsorship benefits, acknowledgments, advertising, event recognition, tickets, vendor benefits, or other consideration should be documented so that the Foundation can appropriately account for the arrangement.

10. COMPLEX OR UNUSUAL GIFTS

Gifts of real estate, closely held business interests, cryptocurrency, intellectual property, vehicles, valuable collectibles, property subject to debt, gifts requiring significant ongoing maintenance, planned gifts, or other complex assets shall receive additional review before acceptance. The Board may require legal, tax, appraisal, environmental, or other professional review.

11. GIFT ACCEPTANCE AUTHORITY

Routine gifts may be accepted by persons authorized to receive donations on behalf of the Foundation. Gifts involving unusual restrictions, substantial obligations, significant risk, related-party concerns, or complex assets should be referred to the Board or a Board-authorized committee or officer before acceptance.

12. APPRAISALS AND VALUATION

The donor is responsible for obtaining any appraisal or valuation required for the donor's tax purposes. The Foundation shall not act as the donor's appraiser and generally shall not state the fair market value of donated property on a charitable acknowledgment. The Foundation may internally estimate value for accounting, insurance, asset-management, or program purposes as appropriate.

13. DONOR ACKNOWLEDGMENTS

The Foundation shall provide written acknowledgments when required or appropriate. Acknowledgments should identify the Foundation, the date and amount of a cash contribution, or describe noncash property without assigning a donor tax value. When the donor receives goods or services in exchange for a payment, the Foundation shall provide appropriate information as required by applicable law.

14. DONOR PRIVACY

The Foundation shall handle donor information with appropriate care. Donor names may be recognized publicly when authorized or reasonably expected in connection with sponsorships or recognition programs. Requests for anonymity should be honored to the extent practical and lawful. Sensitive payment and personal information shall be protected.

15. FUNDRAISING REPRESENTATIONS

Fundraising communications shall be truthful and reasonably describe the charitable purpose for which funds are being requested. The Foundation shall make reasonable efforts to use restricted gifts consistently with stated restrictions and shall avoid misleading claims concerning tax deductibility, program outcomes, or use of funds.

16. REFUNDS AND RETURN OF GIFTS

Charitable gifts are generally irrevocable once accepted. A refund or return may be considered when a payment was made in error, a restriction cannot be fulfilled, acceptance was improper, or other exceptional circumstances justify return. Significant or legally sensitive returns should be reviewed by the Board and, when appropriate, legal or tax counsel.

17. CONFLICTS OF INTEREST

Gifts or proposed transactions involving a director, officer, family member, related business, or other interested person shall be handled under the Foundation’s Conflict of Interest Policy. No person shall use Foundation fundraising or charitable assets for improper personal benefit.

18. DONOR ADVICE

The Foundation and its representatives shall not provide individualized legal, tax, or financial advice to donors. Donors considering significant, restricted, planned, or complex gifts should be encouraged to consult their own qualified advisers.

19. RIGHT TO DECLINE A GIFT

The Foundation reserves the right to decline any gift. Reasons may include excessive restrictions, unacceptable liability, excessive administrative cost, inability to use or dispose of property, inconsistency with mission or values, unlawful conditions, unacceptable private benefit, reputational concerns, or circumstances that could threaten the Foundation’s charitable status.

20. RECORDKEEPING

Donation records, acknowledgments, restrictions, sponsorship agreements, grant documents, and other material gift records shall be maintained in accordance with the Foundation’s financial procedures and Document Retention Policy.

21. POLICY REVIEW

The Board should periodically review this policy and may establish additional procedures or approval thresholds as the Foundation’s fundraising activities and assets grow.

22. ADOPTION

This Donation & Gift Acceptance Policy becomes effective when approved by the Board of Directors and remains in effect until amended or replaced by the Board.

BOARD ADOPTION RECORD

Date adopted:	_____
President:	_____
Secretary:	_____
Board vote:	_____ in favor _____ opposed _____ abstained

Document status: DRAFT - not effective until formally adopted by the Board of Directors.