

Children's Design International Collection

Collection Internationale Dessains d'enfants

FUNDING, DONATION AND STEWARDSHIP POLICY

GOVERNING BODY: Board of Directors, staff
DATE APPROVED: December 8, 2018
APPROVED BY: Board of Directors
NUMBER: (009-18)
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Review Cycle: 5 years

GOAL

CDIC-CIDE knows that maintaining the trust of the public in its operations is the best way to achieve its mission. Therefore, CDIC-CIDE commits to transparency and integrity with their users, sponsors, partners and donors.

This policy establishes the foundation for all funding strategies and procedures, as well as for relations with funding agencies, foundations and donors. It in turn aims to guide funding commitments and decision-making.

SCOPE

This policy is directed at the Board of Directors and at the volunteers and staff involved in fundraising efforts and donor relations. This policy is a complement to the Confidentiality Policy, the Conflict of Interest Policy and the current Communication Plan.

POLICY

The Board of Directors shall establish the criteria for the approval of donations. It can therefore establish a minimum threshold above which a donation must be submitted for approval.

The Board of Directors shall approve the time period in which tax receipts shall be issued.

The Board of Directors shall establish the categories of donations that are automatically accepted and those that require analysis before being approved by the board.

All regular donations lasting over a year by the same donor shall be reviewed on an annual basis.

All non-monetary contributions that are copyrighted and for which the donor requests a receipt must be assessed by an expert third-party before being considered for an official receipt.

The CDIC-CIDE database is password protected.

A donor recognition program is part of all funding plans and activities, and all donors can choose to subscribe or unsubscribe from it.

Like all members of the public, potential donors shall have access to Form T3010. They may also request to consult financial statements and policies.

RESPONSIBILITY

Board of Directors

EXPECTED OUTCOME

The implementation of this policy shall result in clearer decision-making regarding funding programs that CDIC-CIDE shall apply for. It shall also be used as a guide for the preparation of detailed procedures for the acknowledgement and acceptance of donations. In addition, this policy shall reinforce the Communication Plan and ensure that the bond of trust with users is maintained.

Translation: Chantal Chiasson and Susanne Toito