

## **RMG Donations and Sponsorship Acceptance Policy**

### **1. Context**

Royal Museums Greenwich is a national museum in receipt of public funding which also generates our own income to fulfil our statutory obligations and charitable aims. Fundraising and philanthropy is central to enabling the Museum to deliver its activities and ambitions and we have a duty to maximize the resources available from that arena.

If RMG chooses to refuse a donation we must be able to demonstrate to the charity sector's principal regulator that we have acted in line with our mission and charitable objects. RMG is also an accredited museum and as such has related obligations and moral responsibilities within all our activities. RMG is signed up to the Fundraising Regulator's Code of Fundraising Practice which we treat as the minimum standard wherever possible.

### **2. Parameters**

RMG must, under general principles of charity law, take decisions as to whether to accept or refuse donations or sponsorship in the best interest of the Museum. The decision as to whether a donation is acceptable or not is purely a judgement of whether a potential donation or sponsorship has the potential to harm the Museum's mission and charitable objects through its association.

### **3. Objective**

The objective of this policy is to establish principles that guide RMG's practice, and prescribe acceptable procedures with regards accepting donations and sponsorship; its management, evaluation and accountability.

### **4. Exclusions:**

This policy does not include any donations, payments or contributions of £5000 and under – this includes but is not limited to memberships (including the Flamsteed Society), one-off donations from visitors or anonymous donations below this amount.

### **5. Donation Acceptance Criteria**

RMG reserves the right to accept donations and sponsorship from any individual or organisation either in the UK or overseas, where it believes that such support furthers RMG's stated mission and objectives.

### **6. Donation Rejection Criteria**

RMG recognises that accepting donations or sponsorship under certain circumstances can run counter to our mission and objectives, and as such reserves the right to reject any support in cases where RMG reasonably believes that:

1. From due diligence, the individual or organisation lacks the financial resources to honour its proposed donation or sponsorship
2. The donation or sponsorship falls outside the Museum's objects.
3. There may be an unacceptable conflict of interest between the Museum and the activities of the proposed individual or organisation.

4. Acceptance of a donation or sponsorship would undermine the Museum's independence or adherence to its mission.
5. Acceptance of a donation would constitute an offence under the Proceeds of Crime Act, the Terrorism Act (and related legislation), the Bribery Act, or otherwise be unlawful.
6. Support (e.g. in the form of a legacy) is compromising a legal claim that has a reasonable prospect of success, or other circumstances where a court may intervene.
7. Accepting a donation or sponsorship may for any reason in the Trustees' view pose a substantial risk to the reputation of the Museum.
8. Acceptance of a donation or sponsorship may jeopardise relationships with other existing or future relationships with donors, members and other supporters or stakeholders.

## **7. Responsibility and accountability**

This policy is operated under delegated authority from the Board of Trustees who retain overall responsibility for decisions relating to the acceptance of donations or sponsorship.

RMG's Trustees, management, staff, volunteers, and any third party contracted by RMG to represent or undertake work on its behalf must uphold the terms of this Donations and Sponsorship Acceptance policy.

A copy of this policy will be available to the public, partners, and other interested parties on request, and the document will be communicated on RMG's web site.

## **8. Approvals Process**

Prior to formally agreeing any donations or sponsorship of a value above £5,000, the responsible member of staff in the Development division will:

- a) Carry out a risk assessment and discuss the suitability of the proposed donation or sponsorship with the Head of Development prior to confirming its acceptance. Through due diligence they will alert them to any factors they are aware of, pertaining to Clause 6 of this policy.
- b) Where there is doubt regarding finances, further due diligence may need to be conducted by the Finance Department. This may be escalated to the Chief Executive Officer, RMG.
- c) In any instances where the Head of Development feels appropriate, or where no clear decision can be made, the decision will be referred to the CEO, RMG in the first instance, who may refer to Trustees whose decision shall be final.
- d) All donations or sponsorships of £100,000 or more will be considered by the RMG Chairman and CEO as a matter of course prior to initial acceptance or signing of contract. Should the Chairman and CEO deem that the proposed donation warrants further consideration they will take it to the Museum's Board of Trustees for review.
- e) If the agreement is a naming rights partnership for a Museum exhibition, galleries or spaces, it will be submitted to the Board of Trustees for approval.
- f) Where it is determined that RMG should decline support, the individual or organisation will be notified by the member of staff who usually corresponds with the individual or organisation.