

## Next Century Cities Gift Acceptance Policy

As a subsidiary of a 501(c)(3) non-profit organization, Next Century Cities (“NCC”) relies on charitable contributions to fulfill its mission. NCC accepts financial support for activities in furtherance of its mission from numerous sources, including foundations, corporations, and individuals, endeavoring to create a broad and diverse base of support. NCC’s financial supporters have no influence or control over NCC’s projects or priorities. Written grant agreements with charitable foundations that fund specific NCC programs and activities may have specific project deliverables. Funders do not have influence or control over the content of educational programs, communications efforts, written reports, or work product. Financial support predicated on such expectations is not accepted.

NCC, in soliciting or accepting contributions, shall clearly represent the organization’s policies and mission, and shall honor all commitments made by NCC about the use of a contribution. NCC shall disclose to potential donors important and relevant information about the organization and shall acknowledge all contributions promptly. Specific requests by a donor about the form of acknowledgment will be honored as long as they are consistent with NCC’s practices and policies.

Acceptance of any contribution, gift, or grant is at the discretion of NCC, and is subject to the following conditions:

- Contributions shall support and enhance the mission and purpose of NCC.
- Contributions that subject the organization to burdensome or unusual restrictions will not be accepted.
- Expenses associated with the conveyance of a gift made to NCC shall be borne by the donor unless agreed to in writing by NCC.
- Donors must rely on their own personal advisors for tax, legal, financial, and other advice concerning their gifts.
- NCC will not, in most cases, assume any indebtedness in connection with a gift, unless such an agreement is memorialized in writing and agreed to by appropriate NCC staff and, in the case of a material indebtedness, the NCC Advisory Board.
- NCC will respect the intent of the donor relating to gifts accepted for restricted purposes, but it will not accept gifts with restrictions that are inconsistent with its mission and priorities or overly burdensome to administer.
- NCC will respect a donor’s desire to remain anonymous. To the extent allowed by law, NCC will restrict access to information relating to anonymous donors to staff members with a need to know.

### *Gifts of Cash:*

NCC may accept gifts of cash. Such gifts may be made via check, wire transfer, or credit card.

*Gifts of Equipment/Furniture/Software:*

NCC may accept gifts of new or used equipment, furniture, or software that is determined by staff to be of use to the organization.

*Gifts of Public Securities:*

NCC may accept gifts of publicly traded securities, including stocks, mutual funds, municipal and corporate bonds, and treasury bills and notes. NCC staff and/or advisors will verify the ownership of the security, handle the transfer of ownership, and establish a value for deferred gift calculation purposes, as well as handle the sale, liquidation and/or investment processes related to securities. Such securities shall be sold immediately upon receipt.

*Gifts of Personal Property:*

Potential contributions of personal property include art, antiques, jewelry, automobiles, and similar items. NCC staff or professional advisors, when appropriate, will review the marketability, accuracy of appraisal, and capability of NCC to safeguard the asset until liquidation. Serious valuation problems exist with respect to a number of categories of personal property, especially art and other “collectibles.” Donors will be asked to obtain a bona fide appraisal or documentation of fair market value before submitting the gift.

*Corporate Gift Matching:*

Many companies have programs through which charitable contributions made by employees are matched. Donors may be able to double a donation to NCC through their company’s corporate gift matching program. Donors seeking to avail themselves of a corporate matching gift program should submit their company’s matching gift form along with their donation.

*Cy Pres Funding:*

Cy Pres funds may be awarded to charitable organization by a court when there are excessive, unallocated, unclaimed, or undeliverable funds in a class-action judgment or settlement. NCC accepts Cy Pres funding to support its work.

*Planned Giving:*

A bequest to NCC can be a gift of a specific dollar amount, a piece of property, a percentage of an estate, or all or part of the remainder of an estate. Donors may also name NCC as a contingent beneficiary of an estate.

*Gifts of Real Estate:*

Real estate gifts can include personal residences, rental properties, office buildings, land, and other structures. As real estate can be highly illiquid, costly to maintain, and have a pre-existing condition attached to it, any gifts of real estate will be carefully scrutinized and the decision to accept or decline the gift will be made by the NCC Executive Director, in consultation with the Advisory Board.

The property shall be physically inspected by a representative of NCC and a property management consultant. The inspection shall identify any environmental, financial, legal, marketing or public relations risks, hazards, or liabilities. If deemed necessary by the consultant, an environmental or other survey may be recommended before a gift can be accepted. The costs of the survey shall be borne by the donor.

Unless otherwise negotiated, gifts of property will be converted into cash at the earliest opportunity, keeping in mind the current market conditions and the use of property in furtherance of NCC's mission. Gifts will not be accepted that may expose NCC to material or personal liabilities as owners of the property. If property is encumbered by indebtedness, the donor will be requested to provide for the payment of carrying costs until the property is liquidated.

*Gifts of Life Insurance:*

A gift of life insurance is a simple way to make a significant gift to NCC. "Whole" or "universal" life insurance often has cash value and can be donated to a charitable organization. If the policy requires continuing premium payments, the donor may continue paying those premiums and get a tax deduction for each payment if it is done in the following manner: a donor may either gift an existing policy to NCC, which then becomes the owner of the policy, or may purchase a new policy, naming NCC as the beneficiary. The donor then would make annual donations in the amount of the annual premium costs to NCC, which would pay the policy. The donor may receive a tax deduction for every contribution for the premium payment.

*Tax Implications of Donations or Gifts:*

The above framework does not constitute legal advice. When planning any charitable gift to NCC, a donor should rely upon his or her own personal tax and legal advisors.