

## GIFT ACCEPTANCE POLICY

The purpose of this policy is to protect the interest of Friends of Via when it is contemplating making a distribution or grant to a foreign organization. This policy is intended to supplement but not replace any applicable state and federal laws governing contributions to foreign organizations.

Friends of Via accepts gifts that are consistent with its mission of supporting non-profit organizations in the Czech Republic. All solicitations for contributions shall be made in the name of Friends of Via. The following policies and guidelines govern the process of managing such gifts.

### **A. Gifts and Donations.**

Friends of Via will accept gifts/donations in the following categories:

1. Cash
2. Publicly traded securities.
3. Personal property.

Gifts of in-kind services, real property and non-liquid securities will not be accepted.

### **B. Legal Parameters.**

The Board of Directors of Friends of Via may accept or reject any gift within the categories listed above. Once accepted, the gift becomes the sole property of Friends of Via, regardless of the nature of the gift.

A donor may suggest that a gift to Friends of Via be used to support a specific non-profit entity in the Czech Republic or a specific program in the Czech Republic. However, it is the Board of Directors of Friends of Via that has the legal obligation to determine how the gift is to be processed and to whom it will be paid. In most cases, the Board of Directors will concur with the wishes of the donor, but the Board has the right to make its own determination as to the use and final designation of the gift.

Prior to accepting or refusing a gift, the Board of Directors of Friends of Via will review the proposed gift to determine: a) its relevance to the organizational goals of the Czech non-profit organization that the donor has suggested, b) whether the proposed recipient of the gift has been officially granted nonprofit status by an agency of the Czech government, c) the

proposed recipient of the gift is not listed with the Office of Foreign Assets Control (OFAC) [U.S. Department of Treasury](#) as a security risk for receiving funds or materials from U.S. donors, d).the recipient of the gift provides written verification to indicate its willingness to accept the gift, and e) the recipient to which a distribution or grant is made is in agreement with furnishing a required report to the Board of Directors of Friends of Via to show that the funds were expended for the purposes which were approved by the Board of Directors.

#### **C. Foreign Applicants Requesting Grants**

Any foreign organization requesting a grant from Friends of Via shall be required to supply the following information: (a) the organization's name in English and Czech, (b) the address and the jurisdictions in which the organization operates, (c) a statement of the principal purpose of the organization, (d) The specific use for which the funds have been requested, (e) evidence that the organization is a recognized nonprofit in the Czech Republic, and (f) other information that may be requested by the Friends of Via Board.

#### **D. Historical Materials**

Donors may contribute historical materials such as papers, records and digital material that records or describes personal lives, family history or the history of businesses, associations or religious groups. A deed of gift describing the material and signed by the donor will govern the legal relationship between the donor and Friends of Via and establish the legal status of the materials. The donor may suggest a non-profit organization in the Czech Republic as the recipient of these materials. However, it is the responsibility of the Board of Directors of Friends of Via to determine if the proposed recipient has the capacity to serve as a professional repository of such documents with knowledge and experience to administer, preserve and display (if relevant) the documents.

#### **E. Operational expenses**

In processing contributions for non-profit organizations in the Czech Republic, Friends of Via will incur operational expenses. The donor is expected to pay these expenses at the time the gift is processed.

#### **F. Professional Consultation**

Friends of Via encourages donors and prospective donors to seek guidance from professional advisors, both legal and financial, to assist them in the process of making their gift. Friends of Via will not provide professional consultation to prospective donors about tax implications or other issues relative to the gift.