



A CHANCE FOR CHANGE FOUNDATION

(C4C)

DONATION ACCEPTANCE POLICY

Approved By: Board of Directors

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Policy Owner: Executive Director / Senior Management

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DOCUMENT CONTROL

This policy establishes the standards and procedures governing the acceptance, management, and oversight of donations received by A Chance for Change Foundation.

All Board members, management, staff, and authorized representatives are required to adhere to this policy.

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PURPOSE OF THE POLICY

The purpose of this Donation Acceptance Policy is to provide clear guidance on the acceptance, management, and oversight of donations received by A Chance for Change Foundation (C4C). The policy safeguards the organization's integrity, reputation, and mission while ensuring that all contributions support its strategic objectives and the communities it serves.

This policy establishes standards to ensure that donations align with C4C's vision of reducing poverty and promoting sustainable livelihoods in Zambia. It promotes transparency, accountability, and ethical decision-making in all fundraising and partnership engagements.

The policy also protects C4C from legal, financial, and reputational risks that may arise from inappropriate or conditional contributions. Clear procedures support consistent decision-making and strengthen donor confidence in the organization's governance systems.



SCOPE OF THE POLICY

This Donation Acceptance Policy applies to all donations, gifts, grants, sponsorships, and in-kind contributions received by A Chance for Change Foundation (C4C) from individuals, corporations, institutions, development partners, and other entities.

The policy applies to all persons acting on behalf of C4C, including Board members, management, staff, volunteers, consultants, and any authorized representatives involved in fundraising, donor engagement, or resource mobilization.

This policy governs the acceptance and management of donations that support C4C programs, operations, and strategic initiatives. It also applies to contributions received through campaigns, events, online fundraising platforms, and third-party fundraising efforts conducted on behalf of the organization.

GUIDING PRINCIPLES

All donations received by A Chance for Change Foundation (C4C) shall be evaluated and accepted in accordance with the following guiding principles:

Mission Alignment

Every donation must support and be consistent with C4C's vision, mission, and strategic priorities. Contributions that conflict with the organization's core objectives or values shall not be accepted.

Integrity and Ethical Standards

C4C shall uphold the highest standards of integrity in all fundraising and donor engagement activities. Ethical conduct, honesty, and fairness shall guide all decisions relating to the acceptance of donations.

Transparency and Accountability

Clear documentation, proper receipting, and accurate financial recording shall accompany all donations. Financial reporting shall reflect the use of funds in accordance with donor intent and applicable laws.

Independence and Non-Compromise

No donation shall be accepted if it compromises C4C's independence, decision-making authority, or ability to serve beneficiaries objectively and equitably.

Legal and Regulatory Compliance

All donations shall comply with applicable laws and regulations in Zambia, including financial reporting and anti-corruption requirements.

Stewardship of Resources

C4C shall ensure that all accepted donations are managed responsibly and used efficiently to maximize impact for beneficiaries.

TYPES OF DONATIONS ACCEPTED

A Chance for Change Foundation (C4C) may accept donations in various forms, provided they align with the organization's mission and meet the requirements outlined in this policy.

Cash Donations

C4C may accept cash donations made through approved and secure channels, including bank deposits, bank transfers, mobile money, and other recognized financial service providers.

Cheques

Donations made through cheques may be accepted if issued in the name of A Chance for Change Foundation and deposited into the organization's official bank account.

Grants and Institutional Funding

C4C may accept grants from local and international donors, foundations, government agencies, and development partners, subject to compliance with grant conditions and organizational capacity.

Corporate Donations and Sponsorships

Corporate donations and sponsorship contributions may be accepted where the donor's activities and reputation do not conflict with the values and objectives of C4C.

In-Kind Donations

C4C may accept in-kind donations such as equipment, materials, food items, clothing, supplies, and other non-cash contributions that support program delivery or organizational operations.

Pledges and Commitments

C4C may accept pledges and commitments to donate in the future, subject to appropriate documentation and approval procedures.

Other Assets and Property



C4C may accept donations of property, land, vehicles, or other valuable assets when such donations are beneficial to the organization and do not create legal, operational, or financial burdens.

RESTRICTED AND UNRESTRICTED DONATIONS

Donations received by A Chance for Change Foundation (C4C) may be classified as either unrestricted or restricted, depending on the donor's intent and any conditions attached to the contribution.

Unrestricted Donations

Unrestricted donations are contributions made without specific limitations on their use. C4C retains full discretion to allocate such funds in accordance with its strategic priorities, operational needs, and programmatic objectives.

Restricted Donations

Restricted donations are contributions designated by the donor for a specific project, program, geographic area, or purpose. C4C shall honor donor restrictions provided that:

- The restriction aligns with the organization's mission and strategic direction.
- The organization has the capacity to implement the intended activity.
- The restriction does not impose unreasonable administrative, financial, or legal burdens.

Conditional Contributions

Donations that include specific performance conditions, reporting obligations, or timelines shall be reviewed carefully to ensure feasibility and compliance. Acceptance of such contributions shall follow internal approval procedures outlined in this policy.

Modification of Restrictions

Where a restricted donation becomes impractical or impossible to implement as originally intended, C4C shall seek written consent from the donor to modify the restriction. If donor consent cannot be obtained, the matter shall be referred to the Board for guidance in accordance with applicable laws.

LARGE OR SIGNIFICANT DONATIONS

A Chance for Change Foundation (C4C) recognizes that large or significant donations may involve increased legal, financial, and reputational risks. Additional review and approval procedures shall apply to such contributions to ensure that acceptance supports the organization's mission and protects its integrity.

Definition of Large Donations

A large or significant donation refers to any contribution that exceeds a financial threshold determined and approved by the Board of Directors. The threshold may be reviewed periodically to reflect the organization's growth and operational context.

Review and Approval Requirements

Large donations shall undergo an enhanced review process prior to acceptance. Approval shall be granted only after an assessment confirms that the donation is appropriate, ethical, and aligned with the values of C4C.

Due Diligence for Large Donations

Large donations may be subject to due diligence procedures, which may include:

- verification of the donor's identity and background
- assessment of the source of funds where necessary
- evaluation of reputational risks associated with the donor
- review of any conditions, restrictions, or expectations attached to the donation

Donations with Conditions or Expectations

C4C shall not accept large donations that include conditions that compromise its independence, decision-making authority, or program priorities. Any conditions proposed by the donor must be documented and reviewed prior to acceptance.

Board Involvement

The Board of Directors shall be informed of all large donations received. Donations exceeding a Board-approved threshold, or donations presenting potential reputational or ethical risks, shall require Board review and formal approval before acceptance.

DUE DILIGENCE AND RISK ASSESSMENT

A Chance for Change Foundation (C4C) shall conduct appropriate due diligence and risk assessment prior to accepting donations that may expose the organization to legal, financial, operational, or reputational risk. The level of due diligence applied shall depend on the size, nature, and source of the donation.

Purpose of Due Diligence

Due diligence ensures that donations are received from legitimate sources and that contributions do not undermine the mission, values, credibility, or independence of C4C.

Factors for Risk Assessment

The following factors shall be considered when assessing donation-related risks:

- the donor's reputation and public profile
- the donor's source of funds and business activities
- potential links to illegal, unethical, or exploitative practices
- potential conflicts of interest involving staff, Board members, or partners
- the likelihood of reputational harm to C4C
- donor expectations that may influence decision-making or program delivery
- the operational feasibility of meeting donor conditions

Enhanced Due Diligence

Enhanced due diligence shall apply to large donations, high-profile donors, anonymous contributions, or donations linked to sensitive sectors. This process may include verification of identity, review of public records, and consultation with relevant authorities or professional advisors when necessary.

Documentation of Due Diligence

Findings from due diligence reviews shall be documented and kept in the donor's file. Records shall be stored securely and handled with confidentiality.

Decision-Making and Escalation

Where concerns arise during the due diligence process, the donation shall not be accepted until a formal review is completed. The matter shall be escalated to senior management and, where necessary, referred to the Board of Directors for final decision.



DONATIONS THAT MAY BE REFUSED

A Chance for Change Foundation (C4C) reserves the right to decline any donation that does not align with its mission, values, legal obligations, or operational capacity. Acceptance of a donation shall not be automatic and remains subject to review under this policy.

Conflict with Mission or Values

C4C shall refuse donations that are inconsistent with its vision, strategic objectives, or commitment to ethical and inclusive development.

Illegal or Unethical Sources

Donations linked to illegal activities, corruption, exploitation, human rights violations, environmental harm, or other unethical conduct shall not be accepted.

Reputational Risk

C4C may decline a donation if acceptance is likely to cause significant reputational damage or undermine public trust in the organization.

Compromising Conditions

Donations that impose conditions that interfere with C4C's independence, governance structure, staffing decisions, or program priorities shall be refused.

Excessive Administrative or Financial Burden

C4C may decline donations that create disproportionate operational costs, legal obligations, or liabilities relative to the value of the contribution.

Incomplete or Suspicious Information

Donations may be refused if the donor fails to provide sufficient information necessary to complete due diligence or if concerns arise regarding the legitimacy of the funds.

ANONYMOUS DONATIONS

A Chance for Change Foundation (C4C) recognizes that some donors may wish to remain anonymous. The organization may accept anonymous donations provided that the contribution does not expose C4C to legal, ethical, or reputational risks.

Acceptance of Anonymous Donations

Anonymous donations may be accepted if the donation is received through legitimate channels and meets the requirements of this policy. The organization shall ensure that such donations do not conflict with transparency obligations and financial accountability standards.

Due Diligence for Anonymous Donations

Anonymous donations that are considered large or significant shall be subject to enhanced due diligence. C4C may request additional information or documentation to verify the source of funds where necessary.

Recording and Reporting

All anonymous donations shall be properly recorded in C4C's financial records. The donor's identity shall remain confidential where known, unless disclosure is required under applicable laws or regulatory obligations.

Right to Refuse Anonymous Donations

C4C reserves the right to refuse anonymous donations where the source of funds cannot be verified, where the donation presents potential reputational concerns, or where acceptance may compromise compliance requirements.

IN-KIND CONTRIBUTIONS

A Chance for Change Foundation (C4C) may accept in-kind donations that support program implementation or strengthen organizational operations. In-kind contributions may include goods, equipment, materials, professional services, or other non-cash support.

Acceptance Criteria

In-kind donations shall be accepted only when they:

- align with C4C's mission and program needs
- are safe, appropriate, and of usable quality
- do not create excessive storage, transportation, or disposal costs
- do not expose the organization to legal or reputational risk

Valuation of In-Kind Donations

Where necessary, C4C shall estimate the value of in-kind donations for record-keeping and reporting purposes. Valuation shall follow reasonable market standards and may rely on receipts, supplier pricing, or fair market estimates.

Documentation and Acknowledgment

C4C shall document all in-kind donations received, including a description of the item or service, quantity, estimated value, and date received. Donors shall receive an acknowledgment letter or receipt confirming the donation, where appropriate.

Refusal of In-Kind Donations

C4C may decline in-kind donations that are expired, unsafe, unusable, inappropriate for beneficiaries, or not aligned with organizational needs. The organization may also refuse items that create additional operational burdens.



SPONSORSHIP AND PARTNERSHIPS

A Chance for Change Foundation (C4C) may engage in sponsorship arrangements and partnerships with corporations, institutions, development partners, and other entities to support its programs and organizational activities. Sponsorships and partnerships shall be pursued in a manner that promotes mutual value while protecting C4C's mission, integrity, and independence.

Mission Compatibility

C4C shall accept sponsorships and partnership contributions only from organizations whose activities, values, and public reputation are consistent with C4C's commitment to poverty reduction, sustainable livelihoods, and community empowerment.

Branding and Public Recognition

Sponsorship agreements may include recognition of the sponsor through branding, publicity, or acknowledgments. All branding arrangements shall be reasonable and shall not imply endorsement of products, services, or political positions.

Partnership Conditions

C4C shall review all partnership terms to ensure that they do not compromise the organization's independence or decision-making authority. Conditions that influence beneficiary selection, program priorities, staffing decisions, or governance structures shall not be accepted.

Documentation of Sponsorship Agreements

All sponsorships and partnerships shall be documented through written agreements outlining the scope of support, responsibilities of each party, reporting expectations, timelines, and any communication or branding requirements.

Right to Decline or Terminate

C4C reserves the right to decline or terminate sponsorships and partnerships if continued association presents reputational risk, conflicts with organizational values, or violates the terms of the agreement.

ROLES AND RESPONSIBILITIES

Clear roles and responsibilities ensure accountability and proper oversight in the acceptance and management of donations at A Chance for Change Foundation (C4C).

Board of Directors

The Board of Directors shall provide overall oversight of this policy and ensure that donation practices align with C4C's mission, governance standards, and legal obligations. The Board shall:

- approve the Donation Acceptance Policy and any amendments
- determine and review thresholds for large or significant donations
- review and approve high-risk or large donations as required
- provide guidance on complex or sensitive donation matters

Executive Director / Senior Management

Senior management shall be responsible for implementing this policy and ensuring compliance. Responsibilities include:

- reviewing donations in accordance with this policy
- conducting or overseeing due diligence processes
- escalating high-risk or large donations to the Board where required
- ensuring proper documentation and reporting

Finance Function

The Finance Officer or designated finance personnel shall:

- ensure proper receipting and recording of all donations
- maintain accurate financial records
- ensure compliance with statutory and reporting requirements
- support financial transparency and accountability



Staff and Representatives

All staff, volunteers, and authorized representatives involved in fundraising or donor engagement shall:

- adhere to this policy
- avoid conflicts of interest
- promptly report concerns related to donations or donor conduct



DOCUMENTATION AND RECORD KEEPING

A Chance for Change Foundation (C4C) shall maintain accurate, complete, and secure records of all donations received to ensure transparency, accountability, and compliance with applicable laws and reporting standards.

Donation Records

All donations shall be recorded promptly in the organization's financial management system. Records shall include:

- donor name and contact details, where available
- date received
- amount or description of the donation
- classification as restricted or unrestricted
- any conditions or agreements attached to the donation

Receipts and Acknowledgments

C4C shall issue official receipts or acknowledgment letters for all donations, in accordance with legal and regulatory requirements. Receipts shall clearly state the amount received or describe the in-kind contribution.

Donor Agreements

Formal agreements shall be executed for grants, sponsorships, large donations, or contributions with specific conditions. Agreements shall outline responsibilities, reporting requirements, timelines, and any restrictions on the use of funds.

Confidentiality and Data Protection

Donor information shall be handled with confidentiality and stored securely. Access to donor records shall be limited to authorized personnel. Disclosure of donor information shall occur only where required by law or with donor consent.

Record Retention

Donation records shall be retained in accordance with applicable legal requirements and internal record retention policies.

TRANSPARENCY AND REPORTING

A Chance for Change Foundation (C4C) is committed to transparency and accountability in the management and use of donations. The organization shall provide accurate reporting to donors, stakeholders, and relevant authorities in accordance with applicable laws and good governance standards.

Financial Reporting

All donations shall be reflected in C4C's financial statements and internal financial reports. Restricted donations shall be tracked separately to ensure funds are used only for their intended purpose.

Donor Reporting

C4C shall provide reports to donors in accordance with donor agreements, grant terms, or sponsorship arrangements. Reports may include financial expenditure updates, progress reports, outcomes achieved, and supporting documentation where required.

Public Disclosure

C4C may publish summarized information on funding received and program outcomes through annual reports, official communication platforms, or stakeholder engagements. Public disclosures shall respect donor confidentiality where requested and permitted.

Transparency in Fundraising

Fundraising communications and campaigns shall be truthful, clear, and accurate. C4C shall not misrepresent program needs, financial information, or expected impact in fundraising efforts.

REVIEW AND AMENDMENT OF THE POLICY

This Donation Acceptance Policy shall be reviewed periodically to ensure continued relevance, effectiveness, and compliance with applicable laws and organizational governance standards.

Review Schedule

The policy shall be reviewed at least once every two (2) to three (3) years, or earlier where necessary due to changes in legal requirements, donor environments, organizational growth, or operational needs.

Authority to Amend

Amendments to this policy may be proposed by management or the Board of Directors. Final approval of any amendments shall rest with the Board of Directors.

Communication of Updates

Once approved, updated versions of the policy shall be communicated to staff, Board members, and relevant stakeholders to ensure consistent implementation.