



Gift Acceptance Policy

Last updated: February 2020

Boston Harbor Now is a 501(c)(3) non-profit corporation (U.S. Tax ID 04-3268863) organized under the laws of Massachusetts and the United States. Boston Harbor Now encourages the solicitation and acceptance of gifts for purposes that help the organization further and fulfill our mission. Boston Harbor Now's Board of Trustees, staff, and authorized volunteers solicit outright and deferred gifts from individuals, foundations, and corporations to secure the future growth of Boston Harbor Now. Positive relationships and mutual respect among all these parties are essential to Boston Harbor Now's financial stability.

The goal of this gift acceptance policy is to uniformly treat donors and their gifts with full disclosure and provide guidelines for the acceptance and stewardship of donations. The provisions of this policy apply to all gifts received by Boston Harbor Now for any of our programs or services. Specific gifts may be considered on their merits, and final action is taken on those as authorized by the Boston Harbor Now Board of Trustees.

Legal Considerations

Boston Harbor Now cannot give specific accounting, tax, or legal advice but works closely with the donor's advisors. Boston Harbor Now will share general educational information about tax deductions, common advantages of gift methods, and other general purpose knowledge. It is strongly encouraged that each donor consult with a qualified advisor. It is the donor's responsibility to secure independent legal counsel for all gifts made to Boston Harbor Now.

Ethical Considerations

At all times Boston Harbor Now employees, members of the Board of Trustees, and other volunteers are to avoid conflicts of interest and the appearance of conflicts of interest. A conflict of interest exists whenever a Boston Harbor Now employee or immediate family member has a formal relationship with an actual or prospective donor or a material interest in a firm that is an actual or potential vendor to Boston Harbor Now.

To avoid any incidence of impropriety, Boston Harbor Now employees and members of the Board of Trustees are discouraged from serving as personal representatives or executors of a donor's estate, unless the donor is a relative of the employee or member of the Board of Trustees.

All Boston Harbor Now employees are to avoid acts of actual impropriety as well as acts that create the appearance of impropriety. Therefore, employees are discouraged from serving as the executor, administrator, or Trustee of any will or trust in which Boston Harbor Now is named as a beneficiary regardless of the date of the dispositive document.

Boston Harbor Now does not pay fees to any person as consideration for directing a gift to Boston Harbor Now. Boston Harbor Now does not pay commissions or percentages associated with negotiation and acceptance of any form of gift.

In accordance with the Association of Fundraising Professionals' Code of Ethical Principles & Standards of Professional Practice, no fundraiser is compensated based on a percentage of funds raised or on a contingent basis. Non-exempt fundraisers in the employ of Boston Harbor Now are compensated based on the number of hours worked. Independent contractors and consultants are compensated on a project basis.

Policy Administration

The Vice President for Institutional Advancement is responsible to the President & CEO and the Board of Trustees for day-to-day management of all fundraising activities and overall compliance with the requirements of this policy.

Related organizations (i.e. Friends Groups, Fireworks Fundraising Committees with other nonprofit organizations) are periodically authorized to use the name and tax-exempt privileges granted to Boston Harbor Now as a fiscal agent and are subject to the policies and procedures of this policy. Use of "Boston Harbor Now" for any fundraising purpose by any other organization or entity requires prior approval of the Vice President for Institutional Advancement. Boston Harbor Now and the related organization may come to an agreement on administrative fees to Boston Harbor Now related to processing or management of funds raised.

Boston Harbor Now's gift accounting policies and procedures are in accordance with generally accepted accounting principles (GAAP).

No refunds of donations are permitted without exception granted by the Vice President for Institutional Advancement. A correction of a payment error, such as duplicate gifts, is not considered a refund.

Donor Considerations and Designations

All programs, trust agreements, contracts, or commitments benefit, first and foremost, the individual needs of the donor, and secondly, Boston Harbor Now. A charitable gift that benefits Boston Harbor Now at the expense of the donor's interest should not be encouraged.

Boston Harbor Now accepts unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. Boston Harbor Now does not accept gifts that are excessively restrictive in purpose. Gifts that are restrictive include those too difficult to administer or those for purposes outside the mission of Boston Harbor Now. A donor may not restrict how a gift, bequest, or endowment funds are invested by Boston Harbor Now. All final decisions on the restrictive nature of the gift, and its acceptance or refusal, are made by the Vice President for Institutional Advancement under these policies and guidance from the CEO and the Board of Trustees

Donors who wish to remain anonymous and not be included in published lists of donors must state so in writing at the time of the gift. Completion of the donation remittance envelope or mention of name on any correspondence (print, audible, or digital) accompanying the donation is deemed written permission to be included in published lists of donors.

Donors and prospective donors may opt out of fundraising mailings via telephone, letter, email, or in person.

Gift Acceptance Determinations

Gifts from donors or potential donors will not influence Boston Harbor Now's public or private positions on policy decisions related to climate resilience, public access, park operations, waterways or other regulation, use of Port areas, or other matters. Boston Harbor Now reserves the right to refuse any gift that appears to influence these decisions.

Boston Harbor Now conducts research on donors or potential donors that may include online searches, criminal background investigations, public appearances, public documents, personal or professional references, how donors or potential donors made their money, whether they actually have the money to contribute, which other institutions they have given to, and other resources that inform how a gift would affect Boston Harbor Now's public image and adherence to its principles. At Boston Harbor Now's sole discretion, the findings of this research must be consistent with the mission and values of Boston Harbor Now and its partnering institutions for a gift to be accepted. Boston Harbor Now treats donor information with confidentiality.

Should it come to light after a gift that a donor or the source of the gift goes against Boston Harbor Now's mission or values, Boston Harbor Now reserves the sole discretion to amend the gift agreement, such as a designation or restriction, naming opportunity, or form of recognition that was granted.

Diversity and Nondiscrimination

Boston Harbor Now strives to create an environment in which the diversity of its employees, fellows, board, partners, and visitors meets with understanding, respect, and encouragement, and where discrimination or harassment will be condemned and redressed. All activities of this policy are consistent with laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, gender identity, national origin, immigration status, disabilities, religion, age, or sex.

Honors and Recognition

Various forms of recognition are available in accordance with the wishes of the donor. Forms of recognition may be among the following: formal dinners, receptions, plaques, gifts to donors and honorees, reports in Boston Harbor Now publications, and other forms of recognition. Materials, typeface, and presentation forms must be consistent with the graphics and aesthetic standards established by Boston Harbor Now or its Partners for the Boston Harbor Islands National and State Park. The application of overall visual aids, signage, and graphics must be in accordance with graphics standards established by Boston Harbor Now.

For naming of property, services, buildings or spaces therein, such identification is appropriate in light of the gift or gifts received and will be sensitive to function and location while being consistent with the building's interior design and any other applicable requirements. The Vice President for Institutional Advancement, along with Partner Institutions, can consider the following facts and circumstances pertaining to the gift:

1. Certainty of the assets to be donated and their future value to Boston Harbor Now;
2. Likelihood of the donor having a "change of heart" or change in interests;
3. Estimated present value of the gift;
4. Donor's connection to Boston Harbor Now;
5. Results of research on the donor's reputation and effect on Boston Harbor Now or its Partner Institutions;
6. Donor's giving history;
7. Donor's record of volunteer service to Boston Harbor Now; and
8. Other circumstances of the donor or gift deemed relevant.