



Hôpital St-Boniface Hospital
FONDATION • FOUNDATION

POLICIES & PROCEDURES

Policy Name
Sustainability Allocation Policy

Approved by
St. Boniface Hospital Foundation Board of Directors
March 22, 2019
Effective Date: March 25, 2019

The mission of the St-Boniface Hospital Foundation is to raise funds to support excellence in health care and research at St-Boniface Hospital in a manner that embodies the legacy of the Grey Nuns. In keeping with this legacy, we believe that transparency and accountability are essential to our success. It is important that donors understand that all gifts to St-Boniface Hospital involve fundraising and research expenses, and that a portion of their gift will be used to support these costs.

POLICY

I Establishment of Allocations

St-Boniface Hospital Foundation will assess allocations to gifts in order to ensure the ongoing success of the organization. These allocations will include:

1. A 5% Sustainability Allocation on equipment purchases and other designated gifts to the Hospital & Research Centre that are not part of an ongoing campaign appeal.
2. A specific Campaign Sustainability Allocation will be determined for the delivery of new fundraising campaigns undertaken by the Foundation. Such allocations will be recommended by Management and approved by the Board of Directors in advance of the of new campaigns undertaking.

Such allocations will reflect the principle of campaign cost recovery for expenses such as staff, office resources, donor stewardship, marketing, and donor recognition. In the case of research-based campaigns, allocations may also reflect the need to support a portion of Research Centre operating costs.

The apportionment of cost recovery allocations to gifts within a campaign shall be recommended by Management and made part of the case for support of new campaigns to be approved by the Board of Directors.

II Exemptions and Waivers of Allocations

The allocation amounts established by this policy will be applied in all instances by Management. Management will not have the discretion to exempt or modify the application of an allocation to any donor or donor gift unless such exemption is authorized by the Board of Directors, or as explicitly noted in this policy.

Specific exemptions shall include:

1. Members of the St. Boniface Hospital community (physicians, researchers and employees) who are making gifts specifically directed to their own area of research and/or patient care may not be charged a fee, at the discretion of the CEO (if it can be determined that significant Foundation resources are not required to process the gift).
2. Gifts to establish new endowments or gifts to existing endowments held at the Foundation for whatever purpose.
3. Funds raised from Third Party events
4. Gifts from other Foundations and other granting organizations where their policies do not permit the levy of an allocation.
5. Testamentary gifts and pledged donations that predate the implementation of the Policy (including payments on such pledges);
6. In-kind donations to be retained by the Foundation; such as gifts of equipment, works of art, etc. In-kind donations that are normally sold upon receipt by the Foundation (such as real-estate or securities) will be subject to the Sustainability Allocation upon liquidation;
7. Donations toward pre-approved planned giving instruments such as: life insurance policy premiums; donor annuities with existing life-interest commitments, etc.

III Implementation & Review

Sustainability allocations will take place one time upon receipt of the gift and will be allocated to a separate line item within the financial tracking system.

The Board will review this policy on a two-year basis, or more frequently as may be required.