

The Ludgrove School Foundation

Acceptance of Donations Policy

The Ludgrove School Foundation is a registered charity, number 1149573. Its Trustees, who comprise past and present parents and Governors, welcome offers of donations which support the work of the Foundation.

In the first instance potential donors are invited to discuss their intended donation with Viki Chapman (Foundation@ludgroveschool.co.uk).

Acceptance of Donations

By law, the Trustees must consider whether a proposed donation supports the objects of the Foundation, and must (i) assess any risks that may arise from accepting a donation or certain types of donations, (ii) ensure that it is appropriate to accept money from the particular donor, whether that is an individual or organisation, and (iii) have reasonable assurance that the donation is not from any illegal or inappropriate source. Further details of the Trustees responsibilities can be found in the Charity Commission's publication "Know Your Donor".

Care will also be taken where a donation is proposed to be made by a prospective parent; for the avoidance of doubt, the acceptance of any such donation will not in any way affect the usual application process for a place at Ludgrove.

Where a donation is to be made by parents, financial due diligence may already have been undertaken for the purpose of the payment of school fees. Where this is the case no further checks may be necessary.

However, where financial due diligence has not already been undertaken and on occasion (and in any event where any donation exceeds £50,000) the Foundation may need to conduct its own due diligence, for example only, (i) to ensure that the donor is known to it; (ii) where the donation is not in the form of money; (iii) the donation is from an overseas country which places restrictions on its residents making donations overseas; or (iv) where it is unclear whether the donation is in the best interests of the Foundation. On such occasions, the Foundation may request further information in order to satisfy its own legal obligations to accept the proposed donation.

Financial due diligence may be shared by the Foundation and the School.

The Foundation reserves the right to refuse a donation where to accept it would not be in the Foundation's best interests. Further, where the decision to accept a donation has yet to be made, affected monies should not be banked.

The School also has separate Anti-Money Laundering and Data Protection Policies with which, to the extent applicable to it, the Foundation also complies.

Use of Donations

All donations which are accepted by the Foundation will be used for its charitable purposes and, to the extent necessary, to meet the unavoidable administration costs of the Foundation.

To the extent possible the application of donations will be as discussed with donors at the time of their gift. In the event that it ceases to be possible to apply donated funds for a particular purpose for which they are given, the donation will be used to support an alternative project of importance to the school.

Gift Aid

Donors are encouraged, where applicable, to make a Gift Aid declaration, which will increase the value of their donation by 25%.

Disclosure of Donations

Unless a donor wishes to remain anonymous, the donor's name may be listed in a donor report or may appear in materials published by the School or Foundation.

The Foundation is immensely grateful to those who support its work.