

## Mwebaza Foundation Gift Acceptance Policy

The Mwebaza Foundation solicits and accepts gifts that are consistent with its mission and that support its core programs, special projects, and their endowment. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities. The Mwebaza Foundation is grateful for all of our donors and supporters and their contributions to our mission.

Mwebaza Foundation has the right to not accept any gift that it believes is not in line with its mission or that places an undue burden on the organization. When considering whether to solicit or accept gifts, the Mwebaza Foundation will include but not be limited to the following factors:

**Values**—the gift needs to be consistent with the core values of the Mwebaza Foundation

**Compatibility**— the intent of the donor and the organization’s use of the gift must be compatible. The donor may specify that a donation be used for a specific project or need. However, the donor understands that, if a designated project is no longer viable, or if a need is met through other means, the donor’s gift will be used for other projects or needs of the Mwebaza Foundation.

**Public Relationships**— acceptance of the gift cannot damage the reputation of the Mwebaza Foundation

**Primary Benefit**— the primary benefit is to Mwebaza Foundation versus the donor. The Mwebaza Foundation does not exchange favors, goods or services for financial support. The Mwebaza Foundation does honor and publicly thank donors when approved by the donor.

**Consistency**—the gift should be consistent with prior acceptance policies

**Form of Gift**— the gift must be in a form that the Mwebaza Foundation can use without incurring substantial expense or difficulty

**Effect on Future Giving**—the acceptance of a gift should not discourage future gifts from other donors

### Types of Gifts Accepted

Cash gifts: The Mwebaza Foundation accepts all cash donations that are in line with our gift acceptance policy.

Property/Real estate: Any gift of property must include proof of ownership and be valued higher than the cost of managing and selling the property. Donors are required to provide evidence of clear title to the property and if applicable, any and all environmental assessments as well as legal descriptions of the property. Donors will need independent appraisals to submit with their tax returns. Before acceptance of a gift of real estate, the Mwebaza Foundation and the donor need to agree, in writing, on arrangements for paying the expenses associated with the property, including taxes and assessments, insurance coverage, and maintenance costs. The organization should review any liabilities, restrictions, or other conditions related to the gift.

Technology: Any gift of technology must be immediately useful, of high quality and free of known problems.

In-Kind Donations: In-Kind donations- donations of goods, services and/or time- can be accepted when the Mwebaza Foundation seeks them out, they meet a specific request or need of the organization, and/or do not create an undue burden.

Bequests and Deferred gifts: The donor should specify in a will or trust the Mwebaza Foundation as the donee and the name of the fund or endowment to which the donor's gift should be allocated. The donor and the Mwebaza Foundation should work together to create a fund agreement so that the bequest is executed correctly and in line with Mwebaza acceptance policies.

Life Insurance: A donor may name the Mwebaza Foundation as the beneficiary of a life insurance policy. Like other bequests or major gifts, a fund agreement should be signed before the donor names the Mwebaza Foundation as the beneficiary.

Charitable Lead Trusts: A charitable lead trust is a separate legal entity that holds assets for a period of years or for the lives of one or more individuals for the benefit of a nonprofit organization, after which the assets are distributed by the trustee to noncharitable beneficiaries (children, grandchildren, etc). During the period of the trust, it pays the trust income to the Mwebaza Foundation or to the Mwebaza Foundation's endowment.

Publicly traded stocks and bonds at fair-market value: Fair-market value is determined under IRS rules. Publicly traded securities will be sold as soon as possible and proceeds, after all expenses are paid, will go to the appropriate, agreed-upon fund. The Mwebaza Foundation and the donor will develop and commit to an agreement before acceptance of the stock. If the donor would like to use stock to pay a pledge, the Mwebaza Foundation will reduce the balance of the pledge receivable by the fair value of the stock on the date it is received. If the fair value of the stock upon receipt of the gift is greater than the pledge receivable balance, the Mwebaza Foundation will record a contribution for the difference. If the organization's policy is to immediately sell the stock, any difference between the proceeds received from the sale of stock and the fair value recorded on the date the stock was donated will be recorded as a realized

gain or loss on the organization's books. If the organization incurs any fees related to the selling of the stock, that amount should be recorded as investment fees expense.

Closely held stock (not publicly traded): All non-publicly traded stock needs to be considered on a case-by-case basis, applying all elements of the Mwebaza Foundation's gift acceptance standards.

Mutual Funds: Mutual Funds will be considered on a case-by-case basis, applying all elements of the Mwebaza Foundation's gift acceptance standards.