



Dundee Contemporary Arts

## Dundee Contemporary Arts

### Fundraising Standards and Donation Acceptance Policy: July 2024

#### Introduction

Dundee Contemporary Arts (DCA) is a registered Scottish charity (SC026631). Our **vision** is to enrich lives through art, culture and creativity. We do this through our four programme areas: **Exhibitions, Cinema, Print Studio and Learning.**

DCA's **Charitable Objectives** are:

To promote, maintain, improve and advance public education in contemporary arts and culture for the benefit of the community by the encouragement, support and promotion of the study, practice and knowledge of the visual arts (including but not limited to video and film) and other arts (including but not limited to sound recording, crafts, performance, broadcasting, publishing, literature, music, dance and song) by any means including but not limited to commissioning, galleries, printmaking workshops, displays, talks, research, discussion groups and exhibitions of all kinds as shall be deemed by the Company to be conducive to the objects specified above.

DCA's **Values** are:

- **Bold:** unafraid to take risks, proud of who and what we are
- **Open:** welcoming, accessible, connected, civic
- **Meaningful:** high quality, purposeful, stimulating
- **Magical:** belief in creating moments of joy, inspiration and transformation
- **Caring:** we look out for each other, ourselves and our environment, operating with dignity and respect

As a registered charity, DCA relies on multiple sources of income to carry out our aims and objectives. Fundraising forms an important part of this. Fundraised income at DCA, includes income from statutory sources (including Creative Scotland and Dundee City Council) donations, Friends and Patrons, legacies, business partnerships and sponsorships, and grants from trusts and foundations.

Our values shape all we do and underpin this policy. We endeavour to direct our fundraising efforts towards organisations, businesses and individuals whose work aligns with our values and aims and does not compromise the ethical principles of our organisation.

## **Fundraising Standards**

All fundraising carried out for and on behalf of DCA follows the [Code of Fundraising Practice](#) held by the Fundraising Regulator. DCA is a signatory to the [Fundraising Guarantee](#) (see Appendix 1) overseen by the Independent Fundraising Standards & Adjudication Panel for Scotland.

Any donors with a complaint about how fundraising is undertaken at DCA should, in the first instance, contact Shelley Barclay Horban, Head of Development at [shelley.barclay@dca.org.uk](mailto:shelley.barclay@dca.org.uk). If this complaint is not resolved, it will then be referred to the Director of DCA, then to the Board of DCA. Failure to resolve the complaint at this stage will result in referral to the Independent Panel for an adjudication, such as the Scottish Fundraising Adjudication Panel (<https://goodfundraising.scot>).

## **Donation Acceptance**

There are circumstances where accepting a donation or partnership could pose a risk to DCA's reputation or compromise our values. Therefore, it is essential that we have a process in place to carry out due diligence and evaluate if the donation compromises our ethics and values, and whether the value of a donation could be outweighed by the potential for it to damage our reputation or diminish funds and/or support for the organisation. This policy sets out clear guidance for DCA on donation acceptance and due diligence processes.

DCA's Board of Trustees has ultimate responsibility for the organisation and the manner in which fundraising is carried out, with a duty of care to our visitors. This policy is used as a guide for identifying donations which are potentially high risk and deciding whether to accept them. The Board of Trustees delegates authority to the Director to apply the principles of this policy and exercise judgement on individual cases, referring any cases that are judged to be contentious to them only when necessary.

All decisions to accept donations are made in line with our ethics and values, with reference to guidance from the [Charity Commission](#), [OSCR](#), the [Institute of Fundraising](#) and in line with the [Museum Association Code of Ethics for Museums](#).

This policy is applicable to all donations, whether in kind or in cash, all sponsorship and corporate donations, shares and legacies.

## **Donations, risk and reputation**

DCA will carefully consider accepting any donation which may conflict with our values.

DCA is a public institution and we have a responsibility to uphold the trust invested in our organisation and the charity sector by our audiences, stakeholders and the wider public. We are sensitive to the concerns and views of the public, and as an organisation we are committed to ensuring equity, diversity and inclusion, and addressing the climate emergency.

Donations can pose legal, financial, reputational and ethical risks and therefore DCA reserves the right to refuse any donation or sponsorship if:

- It is believed to be from the proceeds of crime or underlying illegal activity.
- We believe there is a risk a donor may not be able to fund a donation in full or in part, particularly if the donation would be key to strategic expenditure.
- The cost of servicing the donation or sponsorship is greater than its value.
- Acceptance would give a donor influence over the charity's policies, programmes or its trustees and staff, or in any way furthers a donor's personal or organisational objectives in conflict with those of DCA and its independence.
- Acceptance might give the impression that a donor expects DCA or anyone associated with it to perform some function or activity improperly, or to confer upon him/her or their company some form of advantage (e.g. influencing a tendering process).
- The actions, beliefs or business interests of the donor are damaging to DCA, its reputation or beneficiaries or if a donor's reputation risks discouraging relationships with other donors, partners or stakeholders.
- The sponsorship or donation is tied to a project which would be impractical for DCA to carry out.

DCA will take extreme care when dealing with donations or sponsorship from individuals, companies or organisations involved in or with significant investments in:

- Oil
- Tobacco
- Arms and military manufacturers and / or suppliers
- Animal testing
- Fur trade
- Factory farming
- Gambling
- Adult entertainment industry

- Radical political parties or causes
- Pharmaceuticals
- Human rights abuses
- Manufacture of environmentally hazardous products or chemicals
- Nuclear power
- Water pollution

In all cases the financial, reputational, legal or ethical risks of accepting a donation or sponsorship must be balanced with all the risks associated with refusing the donation. This will be done on a case-by-case basis.

Any partnerships with external organisations do not express or imply DCA's endorsement of the external organisation or its policies. DCA will terminate any partnerships that is deemed to bring the charity into an unacceptable level of disrepute, or risks doing so, or any partnership which does not align with our organisational values or ethical principles.

In any such instance of partnership termination, DCA will seek to return all associated funds, less those that have already been spent, committed or are necessary to wind down the partnership at no financial loss to DCA.

### **Anonymous Donations**

If a cash donation is received from an anonymous source, other than through our collection boxes in the building, DCA will make every effort to try and identify the source.

When a donor wishes to remain anonymous their identity will be restricted to a small number of key staff.

### **Process of Due Diligence**

DCA has a due diligence process which is referred to when a donation is received from a new or unknown donor or source, and, when practical, prior to securing a donation from a new or unknown donor or source.

DCA carries out a due diligence check on all donations over the amount of £1,000 and where the donor is unknown to us or if they have not donated in the past 5 years.

If a donation is identified as needing due diligence, then this will be carried out in the form of research by DCA's Development Team. Research will focus on the financial, legal and

reputational dealings of potential donors or partners using publicly available material and with reference to our legal team when deemed necessary. DCA will use its best efforts to assess each (potential) donation on a case-by-case basis and will work to find the best publicly available information.

This research will distinguish confirmed fact and legal findings from speculation, rumours and unfounded allegations. However, speculation, rumour and allegation are not to be disregarded if public perception alone carries a reputational risk to DCA.

DCA uses guidance for best practice research from the Institute of Fundraising as well as the Charity Commission's 'Know your Donor' due diligence guidance.

Any donations or sponsorship which raises concern with the Development Team will then be considered on a case-by-case basis by the Director and where necessary the wider Senior Management Team and Board of Trustees. If funds are offered by individuals or companies involved in the sectors listed above, the case will immediately be referred to the Board of Trustees for discussion and decision.

Records of due diligence research will be kept to act as guidance and ensure ongoing consistency of decision making. All research will be kept in line with data protection legislation and stored within DCA's Spektrix Opportunities database.

Due diligence conclusions on all donations over £5,000 will be shared for information with DCA's Finance Audit and Risk Board Sub Committee.

## **Policy Review**

This policy will be formally reviewed in October 2025 and will be kept under review until that point.

## **Appendix 1**

### **The Fundraising Guarantee from the Scottish Fundraising Adjudication Panel:**

#### **Our Fundraising Guarantee to you**

Fundraising is the life blood of many Scottish charities and we need to raise funds from voluntary sources. We could not fulfil our charitable mission without the support of generous, thoughtful and committed donors. We value the support of donors and understand the need to balance our duties to beneficiaries, with our duties to donors.

That's why we make this commitment to you.

We will comply with the law as it applies to charities and fundraising and we commit that we will guarantee to adhere to best practice as outlined in the Code of Fundraising Practice.

We will monitor fundraisers, volunteers and third parties working with us to raise funds, ensuring that they also comply with this Code of Practice.

We guarantee to operate in line with the values of the Code; to be Legal, Open, Honest and Respectful in all our fundraising. To promote and underpin these values, we commit to the following standards:

- We will be clear about who we are and what we do
- We will give a clear explanation of how you can make a gift and change or stop a regular donation
- If you do not want to give or wish to cease giving, we will respect your decision
- We will respect your rights and privacy
- We have a procedure for dealing with people in vulnerable circumstances and it will be published on our website or will otherwise be available on request
- We will hold your data securely
- We will communicate with you in accordance with your selected preferences.

If you feel we have not adhered to these standards or think we could do better please contact Shelley Barclay Horban, Head of Development at [shelley.barclay@dca.org.uk](mailto:shelley.barclay@dca.org.uk) and we will deal with your complaint quickly and thoroughly.

We commit to ensuring our complaints process is clear and easily accessible and we will provide clear and evidence-based reasons for our decisions on complaints.

However, should you be dissatisfied with our response, you will be able to take this further by contacting the Scottish Fundraising Adjudication Panel: [info@goodfundraising.scot](mailto:info@goodfundraising.scot).