



# Mississippi Valley Workforce Development Board

---

## Gift Acceptance Policy

**Approved Date:** September 5, 2023

**Effective Date:** September 5, 2023

### **PURPOSE**

---

This document aims to set forth the guidelines for the Mississippi Valley Workforce Development Board (MVWDB) to determine that a proposed gift is acceptable and inform donors and their advisors of the types of gifts MVWDB accepts. While these guidelines establish best practices, they are designed to provide flexibility.

### **CRITERIA**

---

Acceptance of any contribution, gift, or grant is at the discretion of MVWDB. MVWDB will not accept any gift unless it can be used or expended consistently with the purpose and mission of the organization.

MVWDB will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their professional advisors to assist them in making their decisions.

MVWDB will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of MVWDB.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for MVWDB.

MVWDB will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by MVWDB.

MVWDB will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. Regarding anonymous gifts, MVWDB will restrict information about the donor to only those staff members who need to know.

MVWDB will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to MVWDB.

### **ACCEPTANCE PROCESS**

---

After notification of a grant award, the MVWDB will:

- Compose a Thank You letter to the donor using the donor letter template. The letter in the footer will specify that “No goods or services were provided in exchange for this donation. Mississippi Valley Workforce Development Board is an exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code.”
- Mail the letter within 10 days of the grant award.
- Make a copy of the check for records and mail it to the fiscal agent.
- An email will be sent to the fiscal agent making them aware the check has been mailed.
- A separate funding stream will be tracked via the fiscal agent under NON-WIOA funds.
- All receipts will be submitted for any purchases made under the specific funding stream and documented on the grant spreadsheet for tracking and reporting purposes.

*Equal Opportunity Programs/Employer*

*Auxiliary aids and services are available upon request for individuals with disabilities.*