



## Gift Acceptance Guidelines

QMUNITY improves the lives of queer, trans, and Two-Spirit people through support, connection, and leadership. Because of our donors, we are able to provide life-changing programming and services 365 days a year.

Our Gift Acceptance Guidelines provides a framework for donors on when, what and how QMUNITY accepts/declines and receipts various types of gifts in accordance with Canada Revenue Agency [guidelines](#).

QMUNITY is a registered Canadian charity. Our Registered Charity Business Number is BN 11924 9522 RR0001.

We seek and accept monetary gifts (financial donations) that align with our vision and mission from individuals, partnerships, corporations, organizations, government agencies or other entities without limitations -- unless acceptance of gifts from a specific source is inconsistent with our vision, mission, and values.

Financial gifts are placed in an unrestricted general fund, allowing us to be adaptable and best respond to the rapidly shifting needs of queer, trans, and Two-Spirit communities. If a donor chooses, they may indicate a tribute or direction for their gift, but all gifts remain in unrestricted funds and are allocated on a needs basis.

QMUNITY is committed to respecting the privacy of our donors. All gifts are recorded in our donor database. Donor information is considered private and confidential, and it is handled with care and not made public. This information is collected to allow us to recognize your gift and issue tax receipts within the guidelines of the Canadian Revenue Agency. Donors may choose to have their donation made/acknowledged anonymously. The types of donor information we collect and maintain are as follows:

- Contact information: name, address, phone number, email address, pronoun(s), QMUNITY membership information
- Household information, such as family relationships
- Giving information and history

- Information on events attended
- Information provided by the donor in the form of comments, conversations, and suggestions
- Subscription and mailing preferences and correspondence sent by QMUNITY (e.g., monthly newsletter, event invitations, etc.)

QMUNITY receives monetary donations that add up to \$25.00 or more in a single calendar year. Tax receipts are issued every February in the year following when the donation was made. Charitable tax receipts are distributed by email unless otherwise requested.

### **Gift Types and Acceptance**

QMUNITY accepts and receipts the following types of donations:

- Cash donations (given in cash, credit card, or cheque)

QMUNITY accepts, but does not receipt, the following types of donations:

- Cash received for sponsorship
- In-kind donations in which a Fair Market Value cannot be determined by QMUNITY, or where the value of the donation is less than the associated administrative costs
- Loan of property (i.e., not a transfer of property and therefore does not count as a gift)

QMUNITY accepts the following and will issue receipts on a case-by-case basis, in accordance with CRA guidelines:

- Bequests and Estate [donations](#) (e.g., proceeds from RRSP, RRIF, TFSA, life insurance, etc.)
- Capital Property (e.g., cottages; securities, such as stocks, bonds, and units of a mutual fund trust; land, buildings, and equipment you use in a business or a rental operation, etc.)
- [In-kind donations](#) in which Fair Market Value can be determined by QMUNITY or professionally appraised and the advantage is 80% or less of the fair market value of the donation, then a receipt may be issued for the difference (see [Split receipting](#))

For more information about your specific donation, please see the Canada Revenue Agency guide on [Gifts and Income Tax](#).

### **Donor Acknowledgement**

QMUNITY acknowledges our donors and supporters in a variety of ways:

- Names are printed in our annual review/report (unless anonymity is requested)

- Thank you emails and cards are distributed on a regular basis
- QMUNITY staff and Board call donors to thank them for their gifts

Donors have the right to request their donations remain anonymous. Requests should be made to our [Specialist, Engagement & Donor Relations](#).