

# Donor Charter



Version 1.0, 2021

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## VERSION CONTROL

Version no.	Date approved by the trustees	Next annual review date
1.0	14 November 2023	November 2026

## 1. WHY WE HAVE THIS CHARTER

The Carmelite Institute of Britain and Ireland (CIBI) is a registered charity in Ireland. It is a very small organisation which does not engage in fundraising from the public.

From time-to-time CIBI receives ad hoc donations from members of the Carmelite family, which generally are used to fund bursaries for students of limited means.<sup>1</sup> In addition to this, donations may be received through a bequest or legacy for the benefit of the Institute, or as gifts *in memoriam*.

The trustees recognise the importance of accountability to these donors, in ensuring they are adequately informed and that processes are in place to ensure their donations are properly used.

## 2. DONOR CHARTER

This *Donor Charter* summarises and clarifies the commitments that CIBI as a registered charity is making to its current and potential donors. As a charity in receipt of donations from time to time, we aim to comply, proportionately, with the *Guidelines for Charitable Organisations on Fundraising from the Public*.<sup>2</sup>

Based on our Christian ethos and our three ‘pillars’ of the Carmelite way – prayer, community and service - our pledge is to treat all donors with the utmost respect, honesty and integrity, and transparency and accountability. Our commitment is that donors and prospective donors can have full trust and confidence in CIBI and that we operate a high level of organisational governance, and act as good stewards of everything that we are entrusted with. Under this *Donor Charter*, CIBI specifically commits that donors and prospective donors will:

- be informed of CIBI’s mission and of the way CIBI intends to use donated resources.
- be informed of the identity of those serving as CIBI’s trustees and that the trustees will exercise prudent judgement in their stewardship responsibilities.
- have access to CIBI’s most recent financial statements if requested.
- be assured their gifts will be used for the purposes for which they were given.
- receive appropriate acknowledgement and recognition for their direct support including, where possible, communications relating to specific activities funded by them. Where a donor requests privacy, this right will be respected.
- be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

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<sup>1</sup> The term ‘Carmelite family’ broadly refers to the Carmelite Order and Discalced Carmelite Order, and any/all branches of same.

<sup>2</sup> See <https://www.charitiesregulator.ie/media/1083/guidance-for-fundraising-english.pdf>

- expect that all relationships with individuals representing CIBI will be dealt with professionally.
- receive prompt, honest and direct answers to questions they may have of CIBI.

### 3. ACCOUNTING AND ACCOUNTABILITY FOR DONATIONS

Donations are generally received through Electronic Funds Transfer. Such donations will be gratefully acknowledged.

The charity reserves the right not to accept a donation in circumstances which include, but are not limited to, the following:

- the donation is known or suspected to be derived from the proceeds of illegal activity.
- the values of the donor are not aligned to those of the charity.
- acceptance of the donation would adversely affect the charity's reputation or charitable status.
- acceptance of the donation is contingent on fulfilment of criteria the charity deems unreasonable or contrary to its objectives. Furthermore, in all cases of wills, legacies, bequests, donations etc, where conditions or obligations are attached, or property is involved, directly or indirectly, the permission of the trustees must be obtained before acceptance.

The trustees are responsible for oversight of the preparation of the financial accounts for the charity, their sign-off and publication annually.

### 4. COMPLAINTS

CIBI takes complaints seriously and complaints may be received from anyone benefiting from CIBI's work. Our complaints procedure is available on our website.

### 5. CHARTER CONTACT

Any queries in relation to this policy should be directed to [admin@cibi.ie](mailto:admin@cibi.ie).

### 6. REVIEW OF THE CHARTER

This charter will be reviewed every three years by the trustees to ensure it meets developing ethical standards expected by stakeholders and society, or earlier if necessary to address new requirements of applicable legislation and regulation.