

Gift Acceptance Policy

OVERVIEW

Evergreen is a non-profit, charitable organization registered under the Canada Not-for-profit Corporations Act. A Gift Acceptance Policy is important for Evergreen to ensure that various forms of contributions (“gifts”) are used to serve our Promise, Purpose, and related goals, and centre the communities we serve.

For clarity, Evergreen defines **Purpose** and **Promise** as follows:

Purpose: Transform public spaces for the health of people and our planet.

Promise: Cities bursting with life

Evergreen encourages donors to make both immediate and deferred gifts in accordance with policies to be determined from time to time by Evergreen. The term “donor” is used generally throughout this policy and is meant to encompass individual donors, foundations, and corporate partners. Immediate gifts of cash and near cash, marketable securities, gifts-in-kind, and other assets are accepted for unrestricted or restricted purposes, subject to such conditions as may be set by staff and the Board of Directors. The types of deferred gifts accepted may include bequests, and their proceeds.

APPLICATION

This policy applies to gifts received through all fundraising streams and activities of Evergreen, including annual and monthly giving, events, planned gifts, fundraising appeals and activities, and campaigns.

INTENT

This policy provides guidance to the Board of Directors and staff on which gifts can be accepted and how they should be handled. For our current and prospective donors, the Policy provides transparency on what types of funding Evergreen accepts. Evergreen acknowledges that not all gifts are financial in nature.

This policy does not include a purity test framework by which we run prospective donors through. Humans are inherently imperfect, and from time-to-time individuals, foundations and corporations are flawed. Evergreen exercises best efforts to accept gifts from partners who are aligned with its Purpose.

To that end, this Gift Acceptance policy has been established to:

- Ensure that informed decisions are made on the acceptance of gifts
- Ensure that gifts are used to further the purpose and promise of Evergreen
- Ensure that gifts are directed in accordance with donor intent
- Ensure that all gifts are recorded and acknowledged



- Ensure that gifts are receipted in accordance with the requirements of the Income Tax Act
- Enable accurate reporting of gifts bestowed upon Evergreen
- Ensure consistent, equitable relations with donors

Further, Evergreen will consider the following factors in accepting gifts:

- Financial, reputational and brand risks to Evergreen
- Preservation of Evergreen's charitable (tax) status
- The nature of any restrictions or conditions on the gift
- Evergreen's ability to carry out the deliverables (staff capacity, specialized skills, etc.)
- Projected costs to Evergreen associated with accepting, administering and eventually disposing of a gift so it can be used by Evergreen for its charitable purposes.

GIFT ELIGIBILITY

The following gifts are deemed eligible for acceptance:

- Cash
- Gifts-in-kind
- Publicly traded securities
- Bequests, which may include cash gifts, RRSP or other investment gifts or securities, or residual interest in the estate

The following gifts are not accepted by Evergreen at this time:

- Gifts in the form of Cryptocurrency
- Residual interest in Real Estate
- Charitable remainder trust
- Life insurance (Outside of bequests)
- RRSP (Outside of bequests)
- Gift-in-kind of Real estate
- Private company shares



RESTRICTIONS & REDLINED INDUSTRIES

In addition to the above gifts identified above as ineligible, Evergreen will not accept gifts, enter business relationships, or accept external support that will compromise its public image or commitment to its Purpose and essential values. For greater certainty, this means that Evergreen:

- Will not knowingly solicit or accept gifts that are known or likely to be illegal under Canadian law.
- Will not accept gifts from tobacco corporations, predatory lending companies and multi-level marketing/pyramid schemes, or manufacturers of guns, ammunition, missiles and other explosives.
- May accept eligible monetary and in-kind gifts only to further the purpose and promise of Evergreen.

GIFT REVIEW PROCESS

Evergreen believes a careful review is needed to ensure the appropriateness of any partnership or relationship, particularly with corporate supporters. For greater clarity, please see Evergreen's Corporate Guidelines in **Appendix A**. Please note that this policy does not include sponsorship guidelines, which follow a different and separate process than partnerships and philanthropic gifts.

Evergreen may elect to accept or decline any gift. Senior Leadership is empowered to make determinations of acceptance based on this policy, the current environment, relationships, and operational need. To this end, from time to time, Evergreen will employ its formal screening process to determine risk and establish appropriateness and value alignment of a partnership or donation. This process can be found in **Appendix B**.

GIFT HANDLING PROCEDURES

General Procedures

Evergreen is committed to the following procedures in accepting gifts:

- Unrestricted gifts will be used for the highest-need initiatives as determined by Evergreen's Executives, and the Board of Directors.
- Restricted gifts will be used expressly for the purposes for which they are given, which must be consistent with Evergreen's Purpose, and approved by Evergreen's leadership.
- Accountability to donors must be of the highest caliber, through appropriate acknowledgement, and accurate and timely reporting by Evergreen staff. We strive to have gift agreements or letters of intent recorded between all donors and Evergreen for gifts of \$10,000 or more.
- Authority to approve application of donor name(s) to a program or space and term of naming (on a temporary or permanent basis) rests with the CEO, in consultation with the Chief Advancement Officer (or equivalent) and the Board of Directors. Evergreen's Naming Policy can be found in Appendix C.
- All gifts will be recorded and receipted in accordance with the rules and regulations set out by the Canada Revenue Agency (CRA). Evergreen will issue an official receipt for gifts of \$20 or more that qualify as charitable gifts, in accordance with CRA guidelines. Receipts for gifts of less than \$20 will be



issued only when requested by the donor. Evergreen's target is to create and send out receipts within 15 business days.

- Evergreen will respect donor wishes regarding public acknowledgment. Anonymity in this regard will be granted to any donor who makes this request. A Donor recognition plan will be agreed upon with the donor, where appropriate. Collection, use, storage, and security of donor information in all cases is in accordance with Evergreen's Data Governance and Privacy Policies.

If, following internal consultations, uncertainty remains as to whether a gift qualifies as a charitable gift, guidance may be sought from Evergreen's legal counsel, auditor and/or the CRA.

Methods of Payment

Evergreen accepts **cash**, credit card payments, direct debit payments, electronic fund transfers, Interac e-transfers, wire payments, and cheques or money orders made payable to Evergreen. Postdated cheques are accepted.

Gifts-In-Kind

Evergreen accepts **gifts-in-kind** on a case-by-case basis that may be used to support its Purpose and Promise in the near and intermediate terms or that may help to secure its long-term financial position.

Gifts-in-kind (GIK) (over \$1,000) must be accompanied by a minimum of one independent appraisal from a recognized appraiser that establishes the fair market value (FMV) of the gift with appropriate documentation, an invoice or any other documentation that adequately establishes the purchase price or FMV of the gift. Donors must provide the name and address of the appraiser as it is required on the charitable donation receipt. Donors are responsible for establishing the FMV of the gift, and any costs incurred in doing so.

Gifts-in-kind may, from time to time, require additional investment from the donor or other sources. (Maintenance, training, storage, etc.) Due to these costs, Evergreen may not be able to accept the gift without further financial support.

Evergreen may accept gifts of art and residual gifts of art and other cultural property (referred to as art), and may attach certain conditions to their acceptance, such as:

- Art that reflects Evergreen's purpose, and promise
- Evergreen's Executive team approves the location for the art and arrangements as to its security and maintenance
- An independent appraisal is conducted at the Donor's expense to determine the value of the art
- Evergreen retains the art or sells it and uses the proceeds where they are needed the most.



Evergreen may decline a gift-in-kind in any of the following cases:

- An appropriate fair market value cannot be determined.
- It creates a physical or environmental hazard for Evergreen.
- A suitable location or storage for the gift cannot be determined.
- A suitable use for the gift cannot be determined.
- There is uncertainty as to whether the donor has sufficient title to the assets or is mentally competent to transfer the assets.

Publicly Traded Securities

Gifts of **publicly traded securities** will be sold immediately. In no event will any employee or volunteer working on behalf of Evergreen commit to a donor that Evergreen will hold a particular security.

Personal Property

No personal property will be accepted that obligates Evergreen to ownership of it in perpetuity.

Bequests

A **bequest** is a provision in a Will, directing a gift of property from an estate to be paid to Evergreen. Bequests made to Evergreen may qualify as a charitable gift if the Terms & Conditions of the bequests are acceptable under Evergreen's gift acceptance policy.

There are several types of bequests accepted by Evergreen:

- A specific bequest – a gift of a specific sum of money or a specific property, such as real estate or securities.
- A residual bequest – a gift of all or a percentage of the residue of the estate after having paid gifts to other beneficiaries under the estate.
- A contingent bequest – a gift of all or a share of the estate in the event of the prior death of certain other beneficiaries or in the event of certain conditions having been met.

The following terms will apply to such gifts:

- Sample bequest language can be made available in writing to donors and their lawyers to ensure that the bequest is appropriately documented in the will. At all times, donors are encouraged to use an independent legal advisor who is knowledgeable about estate planning and wills to professionally prepare a will.
- Evergreen requires a copy of documents naming Evergreen as a beneficiary for our files, prior to a tax receipt being issued.
- Evergreen will not serve as an executor or trustee of an estate or trust arrangement.



- Following receipt of the bequest, Evergreen will issue to the estate an official gift receipt, following our gift-in-kind policy practices.

Restricted or Otherwise Designated Gifts

Gifts with donor-imposed restrictions or designations must be:

- Approved by Evergreen Senior Leadership, as per Evergreen's Procurement and Approval Policy
- Used expressly for the purposes for which they are given, which must be consistent with Evergreen's Purpose;
- Be given at a minimum threshold of \$25,000, unless otherwise directed through the approvals process.

When conditions placed on a gift offer are judged to be administratively difficult or not in Evergreen's best interest, from time to time, Senior Leaders, in consultation with the Board of Directors, may request that the terms of the gift be revised, or recommend that the gift be declined.

Occasionally, funds sought and contributed for a specific purpose are insufficient to make the project viable. If the project is unable to proceed, benefactors will be invited to redirect their contributions to an analogous purpose, and/or to curtail future pledged payments.

Evergreen ensures that tax receipts are provided appropriately and in compliance with Canada Revenue Agency (CRA) guidelines. The following section is a consolidation of new and previously shared information to ensure clarity in the process.

TAX RECEIPTS

Gifts not Eligible for Tax Receipts

In keeping with CRA guidelines, the following transactions are not eligible for charitable tax receipts:

- Gifts of service
- Purchase of an item or service from Evergreen
- Sponsorship

Gifts Eligible for Tax Receipts

For gifts that are eligible for tax receipts, the following will be adhered to by Evergreen:

- Evergreen is a registered charity under the CRA and as such is authorized to issue charitable receipts for income purposes. Evergreen's charitable registration number is: 1318 15763 RR0001
- Receipts for tax purposes will be issued for qualifying gifts of \$20 value or greater, where the required



information for issuance of a receipt can be collected. Receipts for gift of less than \$20 will be issued upon request. Qualifying gifts are gifts of property (monetary or in-kind), voluntarily made, without advantage to the donor. Evergreen, in accordance with CRA requirements, includes the address and name of donors on receipts. This information must be provided by the donor to receive a receipt.

- Evergreen staff or volunteers receiving gifts will make every reasonable effort to ascertain the true donor. Receipts for tax purposes will be issued to the true donor. Receipts for tax purposes will not be issued in the name of a person or organization collecting gifts or acting as an agent of the true donor. If the true donor is in doubt, Evergreen reserves the right to ask the person or corporation to provide a declaration stating the true donor, prior to issuing a receipt for tax purposes.
- Receipts for Gift-in-kind will be issued for fair market value (FMV), net of any applicable taxes, as determined in section 4.1 of Gift Eligibility.
- Any advantage to the donor (e.g., admission to a ticketed event) will be established by Evergreen and deducted from the tax creditable receipt. The receipt issued to the donor will display the full amount given, the value of the advantage to the donor, and the qualifying portion of the gift.
- Receipts for tax purposes for gifts of securities will be made for the full value of the shares at market closing on the date of receipt in Evergreen's account.

CONTACT

Contact Information for this Policy:

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Appendix A – Corporate Guidelines

Within the following, “corporation” is used to mean a company, business, industry or the private sector, regardless of the size.

By law, according to the Canadian Revenue Agency, a **gift** is a voluntary transfer of property without consideration. Therefore, a **corporate gift** refers to a contribution made by a company that is a straight philanthropic gift such as a cash gift, gift of stock, gift-in-kind or gift-of-service that requires no fulfillment of benefit to the corporate donor by Evergreen. All gifts in this category fall into our standard donor recognition program, where applicable.

For clarity, a **corporate partnership** is defined as a mutually beneficial business arrangement between Evergreen and a corporation that results in the exchange of benefit and value related to visibility, exposure or increased market reach. In such cases, the contribution made by the corporation is no longer determined to be a charitable gift and is deemed by the Canada Revenue Agency as a commercial arrangement.

Partnerships include initiatives that further a company’s corporate social responsibility and marketing objectives while advancing Evergreen’s fund development and marketing goals. A corporate partnership can include:

- cash contributions
- gifts-in-kind and gifts-of-service
- financial and non-financial support of Evergreen’s services, programs and special events
- Cause-related marketing initiatives and
- company promotions including employee and community engagement programs designed to generate broader community contributions.

Receipting

Corporate partners and donors will be provided a Business Receipt for tax purposes.

In the case of sponsorship, the participating corporation receives advantages (promotion, advertising, etc.). These advantages make it impossible to consider the corporate gift a legal gift - or transfer of property without consideration. As a result, a charitable receipt may not be issued to the corporate sponsor. Corporate sponsors, however, may still benefit from the ability to account for this as an advertising or marketing expense.

In some cases, some portion of a sponsorship is applied to charitable activity. The Evergreen Development staff are responsible for assessing each sponsorship on a case-by-case basis to determine if a receipt can be



issued for any part of the contribution, in accordance with Canada Revenue Agency's regulations.

Selecting and Approving Donors and Partners

Evergreen has developed a comprehensive stress test to determine risk and establish appropriateness of partnerships that takes the following criteria into consideration and helps to determine if further rigor is required before proceeding with a corporation.

- **Reputational:** will public awareness of this gift/sponsorship damage Evergreen's reputation or brand?
- **Impact on other gifts:** would awareness of this gift result in a significant reduction or cessation of other corporate, foundation or individual support to Evergreen?
- **Operational:** would public awareness cause undue burden to Evergreen in terms of their ability to carry out their respective mandates (e.g. picketing by protestors, fielding many donor calls, excessive media calls)?
- **Mutual Benefit:** Is the relationship mutually beneficial? Does the partnership provide real value or worth to Evergreen?
- **Financial and Administrative Burden:** Will the gift/sponsorship result in unplanned higher operational costs or financial burden to Evergreen? Have the appropriate staff assessed the hard and soft costs of fulfilling the gift/sponsorship and is it priced accordingly? Is it administratively difficult to fulfill?
- **Ethical Issues:** Are there any potential ethical grounds for rejecting the sponsorship?
- **Values:** Are there any overt conflicts in the stated perceived Values of Evergreen and those of the corporation that make alignment difficult to justify?

Corporate Associations and Ownership: While Evergreen is aware of the complex vertical and horizontal integration of many corporations, it is often difficult to determine corporate inter-connections. While the goal is to act responsibly, Evergreen is only able to consider information that is on hand. Any decision by Evergreen to associate or not associate with a corporation does not mean that a parent or subsidiary linkage is known, acknowledged or necessarily avoided.

A "yes" or "no" to any of the questions posed in the selection criteria does not imply an automatic acceptance or refusal by Evergreen to participate with the corporation in question. The guidelines are to be used as a framework within which to discuss the corporate association.

Implementation

Evergreen staff will review corporate relationships in the context of the selection criteria listed above. Any corporate relationships which are debatable, at the discretion of the CEO (or his/her designate), will be forwarded, for review, to the Board of Directors for discussion and vote.



Senior management and volunteers may choose to circulate information on corporate relations and attempt to obtain readily available information or “sense” that the corporation’s activities may or may not meet the guidelines. Beyond this process, Evergreen will follow a reactive approach by considering any other research provided by groups that are more proactive.

Termination

Evergreen reserves the right to terminate any relationship with a corporate partner, should, as a result of changes in policy or business practice, the corporate partner becomes ineligible under any of the terms outlined in this policy.



Appendix B – Reputational Risk Screening Tool

Following is the two-phase screening tool employed by Evergreen to determine appropriateness of entering relationships with supporters. This is primarily used for corporate partnerships, but from time to time can be employed for use with prospective individual donors or foundations.

First Screen:

	Low Risk (ranks as 1 point)	Medium Risk (ranks as 2 points)	High Risk (ranks as 3 points)
Impact on programming	<ul style="list-style-type: none"> - 100% of the funds will go towards existing programming/operations (meets Evergreen’s budgeted financial goals) - provides at least 30% operational expenses (overhead) or provide unrestricted funding - does not require any additional programming 	<ul style="list-style-type: none"> - meets Evergreen’s budgeted financial goals - provides at least 20% operational expenses - requires small tasks by the program team or (if significant amount of work) it is in service to our mission and programming 	<ul style="list-style-type: none"> - does not meet Evergreen’s budgeted goals or offers less than 20% operational expenses - requires the development of a new program - requires exclusivity that limits other partnerships
Impact on marketing	<ul style="list-style-type: none"> - increases our brand awareness via cross-promotional opportunities - does not require any recognition beyond the basics (listing in annual report) 	<ul style="list-style-type: none"> - does not have any brand awareness opportunities for EG - will require moderate marketing work (logo on website, name mention along with other donors) 	<ul style="list-style-type: none"> - does not have any brand awareness opportunities for EG - requires extensive recognition & marketing work (example, logos on signage, printed materials, social media, and feature in a blog/article)
Values Alignment Innovation Connection Sustainability	<ul style="list-style-type: none"> - Is a B corp - Company/industry is rooted in sustainability (example: Bullfrog) - quick google search of their name + corruption reveals no flags 	<ul style="list-style-type: none"> - part of business could be seen as controversial, or indirectly supports non-aligned work 	<ul style="list-style-type: none"> - directly involved in work that contravenes our values and mission.

Rank 1 - 5 = second screen is not required

Rank above 6 = complete a second screen to determine risk



Second Screen (Comprehensive)

Screening Tool – Evergreen Corporate Donations & Sponsorship					
COMPANY NAME:					
NAME OF BRAND (if any):					
DATE:					
EVERGREEN TEAM MEMBER:					
CSR, Governance and Sustainability Screening Questions					
Indicators	N/A	Laggard	Middle/Average (1 point)	Leader (2 points)	Notes
1 Is there a member of the Canadian executive team assigned to manage the CSR or Sustainability portfolio? (e.g. Director of Sustainability)					
2 Does the company have a voluntary membership, alliances, certifications or 3rd party awards focused on sustainability and/or the environment? If yes, list in the notes section.					
3 Does the company support the Paris Climate Accord and the SDGs?					
4 Has the company produced a CSR or Sustainability report during past 2 years?					
5 Does their Annual Report adhere to Global Reporting Initiative (GRI) or Science Base standards?					
6 Does the company score well on any CSR/Sustainability "top company" rankings or lists?					
7 Compared to other companies in the company's industry is the company a leader in sustainability?					
8 Has the company set long-term sustainability goals?					



Appendix C – Naming and Recognition Policy

This policy establishes the authority and procedures for naming and recognition. This policy sets forth the procedures for naming of physical spaces and administrative programs and activities at Evergreen. This policy is based on the fundamental premise that Evergreen honours a donor's commitment to the Evergreen purpose by conferring a naming in an appropriate manner, and that namings, inherently holding no commercial value, are given to recognize a donor in good standing and character who has made and fulfilled a gift to Evergreen.

Evergreen sets the criteria by which it will confer a name in respect of a donation. Such criteria may differ on a project by project basis, and is subject to change at any time. Evergreen, in its sole discretion, reserves the right to make decisions related to naming.

This policy applies to all donors and has been developed to ensure that those who support Evergreen through charitable contributions receive naming recognition that is appropriate, equitable and consistent within and between gift levels.

Gifts eligible for recognition include gifts of property (monetary and in-kind), time, skill and effort.

1. Gifts of property (monetary and in-kind) will be publicly acknowledged in accordance with the recognition and benefit levels established.
2. For the purposes of recognition, the value of in-kind gifts will be established by Evergreen and confirmed with the donor.
3. The schedule of recognition and benefits will be applicable to all donors: individual, foundation and corporate; monetary and in-kind.
4. Donors may opt out of recognition and benefits at their discretion. Specific recognition and benefit agreements, including requests to remain anonymous, will be recorded in the donor's file in the donor database.
5. The Director of Fundraising, (or equivalent), will oversee the fulfillment of donor recognition and benefits.
6. Naming opportunities will be overseen by Senior Leadership team and may include but will not be limited to physical structures such as buildings, spaces and outdoor areas; non-tangible assets such as programs, funds or events.
 - o Evergreen will retain ownership and control over any named asset.
 - o Assets will be named for a maximum of ten (10) years (the Term) and not in perpetuity.
 - o The naming right must not impair in any way Evergreen's ability to manage the asset, carry out its vision or purpose, unduly detract from Evergreen's brand or integrity, or imply endorsement of a partisan political or ideological position.



7. If for any reason the donor conducts themselves in a manner, or carries out certain activities, that through association with Evergreen will cause harm to the public reputation of the Organization, then the naming may be revoked. In all such cases, Evergreen will consult with the Board of Directors to seek agreement on the revocation of naming. In such cases, it is the position of Evergreen that any funds received and used in good faith under the terms up to the revocation will not be returned, but that the donor will be relieved of any future pledge payments.

