

Gifts and Bequests Policy

1. Purpose

Purple Patch Arts Gifts and Bequests policy explains how the organisation manages gifts, donations and bequests.

This procedure is designed to ensure good practice and inform all members of staff, volunteers, advisors, participants, their families and donors the procedure for receiving gifts, donations and bequests.

2. Principles

As a charity providing services to people at risk, it is important that the public has confidence in the trustworthiness of Purple Patch Arts services, employees, Trustees and volunteers.

3. Charitable Donations and Bequests

Like other comparable organisations, Purple Patch Arts has limited resources and is in constant need of funds from external sources.

Donations and legacies are welcome and are always acknowledged in writing and used according to the donor's or testator's wishes.

Donations and bequests may be made unconditionally or linked to a particular activity or project.

In the latter case, it is advisable for the donor or testator to discuss their intentions with the CEO in advance of making the donation or bequest.

Donations can be made by cheque or bank transfer. Those considering leaving a gift to Purple Patch Arts as part of their will are encouraged to seek the advice of an independent will specialist to ensure that they choose the most appropriate legacy for them.

No donation or bequest will be accepted without the authorisation of the CEO.

4. Personal Gift and Bequests

Sometimes, participants may feel grateful towards an employee, Trustee or volunteer and may wish to show their appreciation in the form of a gift or to identify them as beneficiaries in their will or in some other way.

Such gifts and bequests can place our employees, Trustees or volunteers in an uncomfortable position. If they were to be routinely accepted, the users and their families or friends could come to believe that the level of service could be influenced by gifts. This is not the case.

Purple Patch requires all employees, Trustees and volunteers to refuse significant personal gifts (valued £10 or over) from participants and their families.

Purple Patch allows employees, Trustees and volunteers to accept occasional token gifts valued at less than £10 but they must inform their line manager (by email or in a daily report for example).

All gifts accepted or declined must be declared and will be recorded. This does not include Christmas, Birthday, Eid or any other celebratory cards as these can be accepted.

We do not wish to cause distress or offence but we ask participants and their families to bear this in mind should they wish to show their appreciation to employees, Trustees and volunteers.

Participants and their families will find that employees, Trustees and volunteers will politely refuse any offers of significant gifts or bequests.

5. Whistle Blowing

Purple Patch Arts encourages a culture of openness and transparency where positive challenge to inappropriate behaviour is part of normal practice. If anyone suspects that gifts have been accepted and not declared they should speak to the CEO or the Complaints Officer at Purple Patch Arts – contact details below.

Fran Rodgers – CEO
Hillside Enterprise Centre
Beeston Road
Leeds
LS11 8ND

Tel: 07715 903 691
Email: fran@purplepatcharts.org

Andy Clow – Chair
Complaint Officer of Purple Patch
Hillside Enterprise Centre
Beeston Road
Leeds
LS11 8ND

Email: andyclow@aol.com

6. Review

This policy will be reviewed biennially.