

GIFT ACCEPTANCE POLICY

The Royal Academy of Music operates under the terms of its Royal Charter, granted in 1830, which requires it 'to promote the Cultivation of the Science of Music'. The Academy aims to enrich musical culture through the training and education of the most talented students to the highest standards. To this end it offers full-time programmes of study at undergraduate and postgraduate levels; it promotes musical research; it cultivates an ambitious, student-centred artistic programme, producing over 500 public events each year; it is the custodian of globally-renowned collections that support its educational purposes; and it engages in outreach activities designed to enhance pre-tertiary music-education opportunities and to encourage wider access to higher education.

The Academy is a charity registered in the UK (Charity Reg. No. 310007). Accordingly, it is subject to charity law in the UK and it adheres to the Fundraising Regulator's Code of Fundraising Practice and Charity Commission guidelines. As a charitable body, the Academy receives, administers and applies any funds and properties donated for the benefit of the organisation, its work and its beneficiaries; the Academy brings direct public benefit to the UK and the world. The Academy also recognises the guidance for fundraising published by the Council for the Advancement and Support of Education and the Institute of Fundraising.

The Charities Act (2011) requires trustees, in deciding whether to accept or refuse a particular donation, to consider which course of action will, taking an overall view, be in the best interests of the charity.

In making these decisions, trustees and their authorised decision-makers must not allow their judgement to be affected by personal (neither individual nor collective), political or commercial interests, or personal views on political or ethical issues, which are not directly related to the interests of the charity.

The trustees may accept, hold and apply any sums of money, funds, investments or property of any kind, for furthering the aims of the Academy generally; for maintaining, improving and developing the facilities for the delivery and support of its programmes of study; for research; or any other object of the Academy, provided that such objects are exclusively charitable or educational. The following principles should guide the approach to accepting philanthropic support for the Academy:

1. All donations offered to the Royal Academy of Music will be received and administered through the Academy's Philanthropy Office. Individual staff members or volunteers should consult the Philanthropy Office for guidance and support before soliciting a donation on behalf of the Academy.

2. The Academy will only accept gifts that fit with its strategic mission and core objectives, and which serve to benefit the Academy as a whole.
3. The Academy will not allow use of its alumni and donor database in order to help another charity with its own fundraising. See Privacy Policy for further details.
4. If there is concern over a potential donation, regardless of its value, Academy staff or volunteers are requested to notify the Director of Philanthropy. If any potential donor or gift should give rise to any concerns, then the case should be referred to the Gift Acceptance Committee, or an officer of it, for consideration.
5. The Academy's Gift Acceptance Committee meets twice a year, and it can consider cases all year round, outside of committee meetings. It comprises three independent Governors, including the Chair of the Governing Body, the Principal, both Deputy Principals, the Director of Finance, the Director of Philanthropy, the Head of Prospect Research & Pipeline Management, and an external member. The Philanthropy Office's Prospect Research Team will undertake research using a third-party due diligence provider (Dow Jones or equivalent) on any donors or prospects who are considered likely to give at the £100,000+ level and these profiles may be considered at each Gift Acceptance Committee meeting.
6. All proposed donations of £10,000 or more will be subject to due diligence of some form. The extent of due diligence and of oversight applied will increase in line with assessment of the risk associated with the potential donor and potential size of donation (at any level); donations from sources which, together with prior donations received by the Academy, total £100,000 or more, as recorded on the Philanthropy Office database, will be subject to a full due diligence review and risk assessment.
7. Decisions on the admission of prospective students to the Academy, and any subsequent scholarship or award offered to them, are fully independent of philanthropic support for the Academy.
8. A donation will not influence the academic record of any current or future students, nor have a bearing on any dispute between a student and the Academy about the outcome of their programme of study. The Academy's selection criteria for the recruitment of its staff and any research agendas are also fully independent of philanthropic support of the institution. Members of Academy staff must disclose immediately to the Director of Philanthropy any actual or apparent conflict of interest that a gift may pose.
9. If, after careful consideration of concerns about a donation in context with the best interests of the charity, the Gift Acceptance Committee decides that a gift should be returned to the donor, the Academy recognises that there may be restrictions on whether or not a donation can be returned. The Academy will seek the Charity Commission's advice about whether authorisation is required in each specific case and will consult with the Academy's Gift Acceptance Committee. It will also report any serious incidents which could harm the charity's reputation to the Commission.

10. Facilities, posts, or programmes may be 'named' by a donor under the following conditions:
 - a. The total project cost, visibility and relationship to the Academy's strategic mission will be taken into account to decide a suitable value for the naming of each particular project, subject to approval.
 - b. The gift is subject to a satisfactory due diligence report.
 - c. The name reflects the core values and integrity of the Academy by recognising the diverse range of contributors to the Academy, to the exception of any conflict of interest or special privileges.
 - d. The Academy can at any time review and reconsider previous decisions taken in good faith relating to naming.
 - e. Naming will be offered for a fixed period of time where appropriate.
 - f. Previous decisions should not be seen as a precedent for the 'automatic' recognition of individuals or organisations making a similar contribution; each decision will be made on a case-by-case basis.
11. A donor's right to remain anonymous in terms of external donor recognition will be respected, but full details will be recorded in the donor database. If a gift is offered anonymously, so that the donor is unknown to anyone in the Academy, the Philanthropy Office will be charged with seeking such information from the donor's representatives to ensure it would be appropriate for the Academy to accept the funds. Where gifts arrive with no paperwork, and it is impossible to return the funds, the funds will normally be retained and credited to the area of greatest need.
12. A written record must be kept of all donations to the Academy. At minimum, the donor's name, contact details, the amount and date of the gift, and the specific allocation of the gift (if there be one), must be included on the record.
13. Gifts made to the Academy in accordance with these principles will not normally be returned to donors. Gifts that are paid in error by the donor's bank, and bank overpayments, will be refunded.

Lucie Kennedy
Director of Philanthropy
June 2020

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