

Center for Democracy & Technology Gift Acceptance Policies

Last updated: June 2016.

As a 501(c)(3) non-profit organization, the Center for Democracy & Technology (“CDT”) relies on charitable contributions to fulfill its mission. CDT accepts financial support for activities in furtherance of its mission from numerous sources, including foundations, corporations, and individuals, endeavoring to maintain a broad and diverse base of support. CDT’s financial supporters have no influence or control over CDT’s projects or priorities. Written grant agreements with charitable foundations that fund specific CDT programs and activities may have specific project deliverables. Funders do not have influence or control over the content of educational programs, communications efforts, written reports, or work product. Financial support predicated on such expectations is not accepted.

CDT, in soliciting or accepting contributions, shall clearly represent the organization’s policies and mission, and shall honor all commitments made by CDT about the use of a contribution. CDT shall disclose to potential donors important and relevant information about the organization and shall acknowledge all contributions promptly. Specific requests by a donor about the form of acknowledgment will be honored as long as they are consistent with CDT’s practices and policies.

Acceptance of any contribution, gift, or grant is at the discretion of CDT, and is subject to the following conditions:

- Contributions shall support and enhance the mission and purpose of CDT.
- Contributions that subject the organization to burdensome or unusual restrictions will not be accepted.
- Expenses associated with the conveyance of a gift made to CDT shall be borne by the donor unless agreed to in writing by CDT.
- Donors must rely on their own personal advisors for tax, legal, financial, and other advice concerning their gifts.
- CDT will not, in most cases, assume any indebtedness in connection with a gift, unless such an agreement is memorialized in writing and agreed to by appropriate CDT staff and, in case of a material indebtedness, the CDT Board of Directors.
- CDT will respect the intent of the donor relating to gifts accepted for restricted purposes, but it will not accept gifts with restrictions that are inconsistent with its mission and priorities or overly burdensome to administer.
- CDT will respect a donor’s desire to remain anonymous. To the extent allowed by law, CDT will restrict access to information relating to anonymous donors to the CDT CEO, the CDT Board of Directors, and to staff members with a need to know.



Gifts of Cash:

CDT may accept gifts of cash. Such gifts may be made via check, wire transfer, or credit card.

Gifts of Equipment/Furniture/Software:

CDT may accept gifts of new or used equipment, furniture, or software that is determined by staff to be of use to the organization.

Gifts of Public Securities:

CDT may accept gifts of publicly traded securities, including stocks, mutual funds, municipal and corporate bonds, and treasury bills and notes. CDT staff and/or advisors will verify the ownership of the security, handle the transfer of ownership, and establish a value for deferred gift calculation purposes, as well as handle the sale, liquidation and/or investment processes related to securities. Such gifts will be reviewed by the Audit/Finance Committee as appropriate, and such securities shall be sold immediately upon receipt.

Gifts of Personal Property:

Potential contributions of personal property include art, antiques, jewelry, automobiles, and similar items. CDT staff or professional advisors, when appropriate, will review the marketability, accuracy of appraisal, and capability of CDT to safeguard the asset until liquidation. Serious valuation problems exist with respect to a number of categories of personal property, especially art and other "collectibles." Donors will be asked to obtain a bona fide appraisal or documentation of fair market value before submitting the gift.

Corporate Gift Matching:

Many companies have programs through which charitable contributions made by employees are matched. Donors may be able to double a donation to CDT through their company's corporate gift matching program. Donors seeking to avail themselves of a corporate matching gift program should submit their company's matching gift form along with their donation.

Cy Pres Funding:

Cy Pres funds may be awarded to charitable organization by a court when there are excessive, unallocated, unclaimed, or undeliverable funds in a class--action judgment or settlement. CDT accepts Cy Pres funding to support its work.

Planned Giving:

A bequest to CDT can be a gift of a specific dollar amount, a piece of property, a percentage of an estate, or all or part of the remainder of an estate. Donors may also name CDT as a contingent beneficiary of an estate. A bequest to CDT is easy to arrange and can be made by including the following words in your will:



"I give, devise, and bequeath to the Center for Democracy & Technology, 1401 K St NW, Suite 200, Washington, DC 20005, (insert amount of money, percentage of estate, or describe property) to be used for its educational purposes."

A bequest to CDT may also consist of cash, securities, personal property, or real estate. CDT can also be named as the beneficiary of assets which often pass outside of a will, such as IRAs, pension plans, life insurance, or assets held in a trust. CDT's federal tax identification number is 52--1905358.

Gifts of Real Estate:

Real estate gifts can include personal residences, rental properties, office buildings, land, and other structures. As real estate can be highly illiquid, costly to maintain, and have pre-existing conditions attached to it, any gifts of real estate will be carefully scrutinized and the decision to accept or decline the gift will be made by the CDT CEO, in consultation with the Board of Directors.

The property shall be physically inspected by a representative of CDT and a property management consultant. The inspection shall identify any environmental, financial, legal, marketing or public relations risks, hazards, or liabilities. If deemed necessary by the consultant, an environmental or other survey may be recommended before a gift can be accepted. The costs of the survey shall be borne by the donor.

Unless otherwise negotiated, gifts of property will be converted into cash at the earliest opportunity, keeping in mind current market conditions and the use of property in furtherance of CDT's mission. Gifts will not be accepted that may expose CDT to material or personal liabilities as owners of the property. If property is encumbered by indebtedness, the donor will be requested to provide for the payment of carrying costs until the property is liquidated.

Gifts of Life Insurance:

A gift of life insurance is a simple way to make a significant gift to CDT. "Whole" or "universal" life insurance often has cash value and can be donated to a charitable organization. If the policy requires continuing premium payments, the donor may continue paying those premiums and get a tax deduction for each payment if it is done in the following manner: a donor may either gift an existing policy to CDT, which then becomes the owner of the policy, or may purchase a new policy, naming CDT as the beneficiary. The donor then would make annual donations in the amount of the annual premium costs to CDT, which would pay the policy. The donor may receive a tax deduction for every contribution for the premium payment.

Tax Implications of Donations or Gifts:

The above framework does not constitute legal advice. When planning any charitable gift to CDT, a donor should rely upon his or her own personal tax and legal advisors.