

Effective Date: November 3rd, 2022

Review Date: November 3rd, 2025

Administrative Fee Policy

1. PURPOSE

This policy establishes the authority and procedures for accepting gifts from donors. This policy is to establish trust, accountability, and transparency between the OMF and its donors. As per the Canada Revenue Agency guidelines and recommendations, the OMF strives to keep our administrative fees below 35%.

2. SCOPE

The policy of the OMF is to inform, serve, guide, or otherwise assist donors who wish to support the OMF's activities.

3. DEFINITIONS

OMF: Ontario Medical Foundation

A "gift", by its common law definition, is "a voluntary transfer of property without valuable consideration".

Designated Gift means any Gift whose purpose or Recipient has been designated by the Donor

Undesignated Gift means any Gift whose purpose has not been designated by the Donor.

4. POLICY

General Guidelines

A standard fee of 15% of all undesignated and designated, non-endowed gifts is directed to the Ontario Medical Foundation's General Fund. This fee provides the foundation with increased capacity to raise and grant funds for OMF priorities as we strive to advance health equity for Ontarians. This fee covers the costs associated with cultivating and stewarding the given donor relationship (e.g., complete prospect research, draft

proposals, collaborative agreements, reporting, etc.). The fee also supports core operating costs of the OMF such as marketing and communications.

Best practice requires the OMF to make this fee allocation explicit in gift agreements. The following clause should be included in all non-endowed gift agreements. The Donor acknowledges that all non-endowed philanthropic gifts received by OMF incorporate a 15% allocation to the OMF General Fund, which is used to support high priority projects and partially fund OMF's operating costs. All projects undertaken by the OMF are fully costed to include this allocation.

This fee may be reviewed in exceptional circumstances. An example of an exceptional circumstance is where donor's organizational bylaws conflict with OMF policies.

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