

Donation & Grant Management Policy DEVI Sansthan, Lucknow

1. Purpose

This policy outlines the procedures for receiving, managing, and utilizing donations and grants at DEVI Sansthan. It ensures transparency, compliance with applicable laws, and the responsible stewardship of funds in alignment with the organization's mission.

2. Scope

This policy applies to all donations and grants received from individuals, corporations, foundations, government agencies, and international donors.

3. Guiding Principles

- All donations and grants shall be accepted in alignment with DEVI Sansthan's mission and values.
- The organization shall ensure transparency and accountability in managing funds.
- Compliance with **Indian tax laws, Foreign Contribution (Regulation) Act (FCRA), Companies Act, 2013 (CSR contributions), and other relevant regulations** shall be strictly followed.

4. Types of Donations and Grants

Domestic Donations

- Donations from Indian citizens, organizations, and CSR funds.
- Eligible for tax exemption under **Section 80G of the Income Tax Act, 1961**.
- Must be received via **cheques, bank transfers, or digital payment modes** for traceability.

Foreign Donations

- Accepted only through the designated **FCRA bank account** as per **FCRA, 2010** regulations.



- Quarterly and annual reporting to the **Ministry of Home Affairs (MHA)** is mandatory.

Grants

- Institutional and government grants shall be received and utilized per the grant agreement.
- Separate accounts shall be maintained for each grant to ensure proper fund tracking and utilization.

5. Donation & Grant Acceptance Criteria

- Funds shall be accepted only from legally compliant and ethical sources.
- Anonymous cash donations above ₹10,000 shall not be accepted unless details are provided.
- Donations with conditions contrary to DEVI Sansthan's mission shall be declined.
- The Board reserves the right to review and reject any funding that poses reputational, ethical, or legal risks.

6. Utilization and Management of Funds

- Donations and grants shall be utilized strictly for the designated purposes.
- Separate financial tracking for restricted and unrestricted funds shall be maintained.
- Any **fund diversions require prior approval from the Governing Board.**
- Regular monitoring of fund utilization shall be conducted, with reports shared with donors and stakeholders.

7. Financial Record-Keeping and Reporting

- All donations and grants shall be recorded in the accounting system with proper documentation.
- **Annual audit reports** shall include details of all funds received and utilized.
- **Quarterly FCRA reports** shall be submitted, and domestic donations above prescribed limits shall be reported as per tax laws.
- Donors shall receive receipts and, where applicable, tax exemption certificates.



8. Donor and Grantor Relations

- All donors and grant providers shall be treated with respect and transparency.
- Regular updates and impact reports shall be provided to key donors and grantors.
- Donors requesting anonymity shall be accommodated within legal guidelines.

9. Compliance and Risk Management

- Compliance with the **Income Tax Act, FCRA, CSR Rules, and Societies Registration Act, 1860** shall be ensured.
- The finance team shall conduct periodic **internal audits** to assess financial risks.
- Any suspicious donations or grants shall be reported to the **Governing Board** and relevant authorities.

10. Policy Review and Amendments

- This policy shall be reviewed every **two years** or as needed due to regulatory changes.
- Amendments require approval from the **Governing Board**.

Approved by: Governing Board of DEVI Sansthan



Nixon Joseph
Group Director
DEVI Sansthan

