

Community@NE66 Charitable Trust

Fundraising Policy

1. Introduction

1.1 At Community@NE66 Charitable Trust our fundraising promise to the general public, and our existing supporters, is that our fundraising, in all its forms, is legal, open, honest and respectful.

1.2 We will be honest about how donations are used to fulfil our mission, open about the methods we use to raise funds and who we work with, respectful to the wishes, preferences, personal information and circumstances of the people we interact with, and we will take all steps necessary to comply with the law and sector fundraising practice standards.

1.2.1 We will take responsibility for our actions, ensuring that our fundraising is carried out in line with the Code of Fundraising Practice.

1.2.2 Nobody directly or indirectly employed by, or volunteering for, Community@NE66 shall accept commissions or bonuses for fundraising activities on behalf of Community@NE66.

1.2.3 No general solicitations shall be undertaken by telephone, or door-to-door, to the public.

1.2.4 Written requests for donations must follow the ***Donation Acceptance and Refusal Policy***.

1.2.5 We will always be respectful. This means being mindful of, and sensitive to, any particular need that a donor may have, and striving to respect the wishes and preferences of the donor.

1.2.6 We will treat all donors fairly, and we will not discriminate against any group or individual.

1.2.7 We will respond appropriately to the individual needs of our donors. We will consider all requests to adapt our approach (tone, language, communication technique) to suit the needs and requirements of the donor.

2. Legal requirements

2.1 This policy and related procedures takes into account the following legal requirements and regulatory codes, standards and guidance:

- Charities (Protection and Social Investment) Act 2016
- Charities Act 2006
- Charities Act 1992
- Data Protection Act 2018
- General Data Protection Regulation (GDPR).
- Safeguarding Vulnerable Groups Act 2006

- Equality Act 2010
- Payment Card Industry Data Security Standards (PCI-DSS).
- Fundraising Regulator Code of Fundraising Practice
- Institute of Fundraising Treating People Fairly Guidance
- Gambling Act 2005
- Mental Capacity Act 2005
- Bribery Act 2010

3. Fundraising compliance

3.1 Community@NE66 Charitable Trust Trustees take ultimate responsibility for fundraising compliance, but they delegate to the Project Manager and Project Development Worker.

4. What are the fundraising activities covered by this policy?

4.1 Charitable Funds consist of, but are not exclusively limited to:

- Money left in a legacy for the benefit of Community@NE66 Charitable Trust
- Money that has been raised through fundraising events
- Money that has been donated as a result of a fundraising appeal
- Corporate sponsorship
- Charitable foundation funds
- Tangible personal property (gifts-in-kind)
- Property
- Shares or bonds
- Pledges (for example Fixed Crowdfunding)

5. Fundraising Policy

5. Staff responsibilities

5.1 Charitable Funds are subject to a range of rules and guidance. The control and management of these Charitable Funds is the responsibility of the Board of Trustees of Community@NE66 Charitable Trust, who, as the Trustees, delegate to the Project Manager.

5.2 Staff at Community@NE66 are responsible for implementing this policy and adhering to the related procedures. They should make themselves familiar with this policy as well as the Code of Fundraising Practice, and the Institute of Fundraising (IoF) Treating Donors Fairly guidance.

5.3 Roles with responsibility for fundraising are designated by the Project Manager, such roles may include employed, freelance or volunteer team members.

6. Fundraising by staff

6.1 Participation in fundraising activities (for the purposes of this policy we mean specifically participating in or completing the activity) by staff is voluntary and should not be imposed on individuals. The existing charity insurance arrangement covers staff for certain 'low risk' fundraising activities, although approval must be sought from the Senior Management Team prior to the commencement of the activity. Any event not covered by this policy must obtain its own insurance cover and be approved by the Trustees.

7. Vulnerable people

7.1 When responding to a supporter or member of the public in vulnerable circumstances, staff must take all necessary steps to understand if the supporter is able to make an informed decision about donating to Community@NE66 and respond appropriately. If a supporter is deemed unable to make an informed decision the member of staff must not accept the donation.

7.2 Community@NE66 will ensure two members of staff are present when receiving a donation from a vulnerable donor e.g. with illnesses or conditions which affect their judgement.

8. Acceptable fundraising activities

8.1 Before fundraising activity can be initiated, approval must be sought from the Project Manager.

8.2 All fundraising by means of lotteries, e.g. raffles, etc. must comply with the required licensing arrangements.

8.3 All fundraising publicity must state quite clearly how the fundraising will benefit Community@NE66 and direct to our website where this policy will be published.

8.4 It shall be the responsibility of the Project Development Worker to coordinate the soliciting of funds from individuals, foundations, businesses, corporations and organisations, in order to avoid an excessive number of solicitations in the name of Community@NE66.

9. Donations or gifts

9.1 All donations must be collected in line with the ***Donations Acceptance and Refusal Policy***.

9.1.1 All donations or gifts must be conveyed to the Project Manager and Project Development Worker at the earliest possible opportunity accompanied by all original correspondence pertaining to the donation or gift, which will then be filed by the Project Development Worker. A receipt of donation form should also be completed, with the donor including their full name, address and contact details.

9.1.2 On receipt, all donations must be processed through the donation record management system, which is maintained by the Project Development Worker.

9.1.3 When donations or gifts are received, a completed receipt of donations form must accompany them. The Project Development Worker is responsible for allocating the donation to the appropriate fund as described on the form.

9.2 Recording the donation

9.2.1 A 'Receipt of Donation' sheet will be completed by the Project Development Worker and the following information must be included on the sheet:

- The donor's name and complete address must be provided. If the gift is from other than an individual i.e. corporation, organisation, charitable trust, etc. a contact name and job title should be reported in addition to that of the company
- Email address (where available) and telephone number of the donor
- Date of gift received
- Other special instructions i.e. is this a specified or unspecified donation
- Does the donor require notification of when the donation was spend or what it was spent on?

9.2.2 Upon receipt of a unique donation (i.e. restricted (for a specific purpose) or unrestricted (for any charitable purpose) donation) and the appropriate supporting documents, the Project Development Worker will record the donation, send acknowledgement of receipt to the donor, and check whether the donor is happy for their donation to be acknowledged publicly e.g. on the **Community@NE66 Charitable Trust social media/ annual report/ website**.

9.3 Gifts in memoriam

9.3.1 Donations or gifts to honour, in remembrance, or to otherwise recognise individuals, whether the donor is living, or by bequest - will be received by the Project Development Worker. It will be the policy of the Community@NE66 to not only receive such gifts but also encourage efforts to remember and honour donors.

9.4 Legacies

9.4.1 The Project Manager deals with all contacts regarding legacies. If team members are contacted by potential legators they must refer the conversation to the Project Manager and agree a relationship management plan. Community@NE66 will encourage general legacies but will adhere to the strict wishes of the legator at all times.

9.5 Pledges (fixed crowdfunding)

9.5.1 Sponsors may be allowed to make pledge commitments to be paid over a specific period of time or when it is appropriate for items to be bought upon receipt.

9.5.2 Online funding platforms: gofundme, crowdfunding, paypal course, easyfundraiser, must be stated for general running costs, and if specified must be agreed with Trustees and then treated as restricted income that is project specific.

9.6 Fundraising Collections

9.6.1 Community@NE66 will ensure that all fundraising collection is carried out sensitively to protect the organisation's reputation in the mind of the public.

9.6.2 Community@NE66 will ensure that adequate permission for a static collection is obtained, and can evidence this sufficiently where required, and that all collectors can be clearly identified.

9.7 Handling of Cash Donations

9.7.1 Community@NE66 will adhere to the following good practice when handling cash donations resulting from face-to-face activities:

- Cash must be collected, counted and recorded by two unrelated individuals and counted in a secure environment, wherever possible. (Collection boxes must be examined and opened by two unrelated individuals)
- Unsecured cash must never be left unattended or in an unattended environment
- Cash must be banked as soon as is practicable
- Cash not banked immediately must be placed in a safe or other secure location and the Project Manager informed

9.7.2 At the earliest possible date, reconciliation must be made between cash banked and income summaries. Where practical, this must be undertaken by a person independent of the counting and cashing up of the money

10. Complaints

10.1 All complaints must be addressed in line with Community@NE66 Charitable Trust's complaints procedure.