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**Recovery Haven Kerry Cancer Support House**

*“Our Mission is to deliver caring and therapeutic services to those who have experienced cancer,*

 *their families and carers in a tranquil and relaxing environment and to the highest standard”*

**FUNDRAISING POLICY**

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| --- | --- |
| Responsibility for approval of policy | Board |
| Responsibility for Implementation | Manager/Designated Liaison Person (DLP) |
| Responsibility for ensuring Review | Manager/Board of Directors |

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# Introduction

Recovery Haven Kerry Cancer Support House (RHK) is committed to the highest standards of good practice regarding fundraising, ensuring that all fundraising activities are respectful, honest, open and legal.

# Purpose

The purpose of this policy is to clearly outline fundraising procedures and to detail practices adopted to ensure that RHK

* Is exposed to minimum risk;
* Meets the expectations of donors/ Grantees;
* Provides sufficient funding to support its mission; and
* Undertakes fundraising in a manner that is respectful and compatible with its values.

This policy addresses

* General responsibilities in fundraising;
* Specific responsibilities related to fundraising activities; and
* The use of, and accountability of, funds and adherence to the values of RHK.

# Scope

The Statement offers principles and guidelines to assist in all fundraising activities. Such activities include:

* Grant Funding.
* RHK Organised Events.
* Third Party Organised Events.
* Corporate Sponsorship.
* In-kind gifts and services.
* Street ‘face to face’ fundraising.
* Bequests.

# Statement of Principles

* All donations received shall be used to further the organisation’s mission and objectives.
* RHK relies for much of its income on events organised by an in house fundraising volunteer committee and by volunteers in outside organisations, which are vital to the running of the organisation.
* Respect: RHK shall respect the rights, dignity and privacy of its supporters and service users.
* RHK shall not represent their service users in a disrespectful way in their promotional activities, and where possible and appropriate, service users shall have an input into the organisation’s promotional strategies.
* RHK shall not put undue pressure on anyone to either make a gift or to cease giving.
* RHK shall aim to fund a specific project if requested to do so by a donor/ grant.

## Honesty

All donations shall be accounted for in RHK’s annual Audited accounts. All third party public events which fundraise for RHK shall require prior approval from RHK. RHK shall ensure that all funds raised shall be used in the provision of services in line with the mission of RHK and in the interests of people affected by cancer, their families and carers.

## Openness

The organisation shall make information about its purposes and practices freely available in its publications and on its website. RHK shall conform to all legal requirements, comply with the Data Protections Acts as amended and also comply with the Charities Act 2009 as enacted.

# Definitions

* **Donor:** This is any person, group or organisation donating money or resources to benefit the organisation.
* **Grant Aid**: this involves applying to an established fund as outlined in their terms of reference that supports the work of RHK.
* **Third Party events**: are those undertaken by supporters ranging from quizzes to large public events by companies and organisations, which are not under the direct control of RHK

# Roles and Responsibilities

The Board of RHK is responsible for the activities involved with fundraising for the organisation, as well as those responsible for fundraising, financial accounting and reporting for the organisation.

**The Board is also responsible for:**

* Ensuring that all fundraising efforts are respectful, honest, open and legal.
* Ensuring that fundraisers are aware of and can communicate the purpose of the organisation for the specific fundraising efforts they are involved in.
* Supporting staff and volunteers, who are engaged in fundraising activities, ensuring that they shall represent the organisation professionally, adhere to the standards outlined in this policy and perform their function in line with the values of RHK.
* Supporting the fundraising Coordinator who is responsible for the day to day implementation of fundraising activities in the fundraising plan.
* Supporting the Senior Administrator and Marketing/PR person of RHK who is responsible for RHK’s involvement in the Ring of Kerry Cycle when the organisation is nominated as a Beneficiary of this event.
* Ensuring that fundraising and event volunteers report to the Fundraising Committee.

# Procedures

## Commitment to Donors

RHK shall give the following commitment to all donors:

* Donations received shall be used in pursuit of the mission statement of RHK;
* If the donor/ grantee requests so, the donation/ grant can be assigned to a budget for a specific purpose or purposes by prior agreement. They have the right to have their names deleted from mailing lists or databases, if so requested;
* When fundraising, RHK shall accurately describe its activities and needs;
* All donations received shall be acknowledged and donors appropriately thanked for their generosity, within one month;
* RHK shall be notified of any fundraising event prior to the event taking place.

## Fundraising Plan

* The Fundraising Plan shall outline all Fundraising activities and the nominated representative from the Financial Audit Committee shall record their progress.
* The Fundraising Coordinator shall report to the Board of Directors & Working Committee on a monthly basis.

## Ring of Kerry Cycle Fundraising Event

The Ring of Kerry Cycle is a source of substantial funds for charities nominated as beneficiaries of this fundraising event. If/when RHK is nominated as a beneficiary, the Marketing/PR person shall oversee and manage the event and conform to the requirements of the Organising Committee.

## Grant Aid

* Applications for external funding shall be completed by senior management.
* Where a grant is provided for a specific purpose or activity, data recording that activity shall be collected and reported to support the grant and to fulfil any requirement outlined in the grant rules.
* Final authorisation for all grant applications shall be the responsibility of the Board.
* All Grants for a specific purpose/activity will be utilised for that purpose only

## On Street Fundraising

* A Garda permit is required for the legal collection of cash from members of the public in any public place or places or for door to door collections.
* Public place, is taken to mean “any place to which the public have access whether as a right or by permission and whether subject, to or free of, charge, but does not include a Church or building used for public worship or the grounds of a Church or of such building”.
* Collectors in a public collection shall have a collector’s authorisation granted to them by the holder of the collection permit to show that their collection is being carried out under an approved permit.
* A collector’s authorisation shall contain the name, address and age of the collector and the charity that is benefiting from the collection. However, where the collector is over the age of 21 years, which shall be deemed to be a statement of his/her age.
* A person under the age of 14 years shall not act as a collector.
* The cash collection box into which money is placed shall prominently display the charity RHK which is the benefactor of the collection.
* Collection boxes shall be sealed unless prior permission from the Charity regulator has been granted.

## Fundraising Boxes

* All Boxes shall be numbered and recorded in RHK’s database and be assigned to a specific fundraiser.
* Verbal permission shall be received from the owner of the premises or the manager (a permit is not required to allow RHK to place boxes in shops).
* The fundraiser shall maintain a record of each premises in which a box is placed and this information shall also be recorded in RHK’s database.
* Boxes shall be collected every three months. A replacement sealed box shall be supplied and the used box shall be returned, sealed, to RHK.
* The returned boxes shall be opened in RHK, counted by two individuals and the contents receipted.
* Records shall be maintained of each box returned, its contents and a receipt and a note of appreciation shall be sent to the owner/manager of the premises.

## Third Party Events

* Third Party Events shall be approved by the Fundraising Coordinator of RHK and agreed with the Fundraising Committee.
* Fundraising guidelines shall be issued to event organisers in summary format.

## Cash Handling at RHK Fundraising Events

* A nominated fundraiser, usually the nominated representative from the Financial Audit Committee, shall have the responsibility for overseeing cash handling at these events. Their duties include the provision of a cash float, recording the cash collected and forwarding all funds collected to the nominated representative from the Financial Audit Committee, who shall receipt and lodge the funds.

## Handling of Donations

All monetary donations shall be forwarded to The Manager, Fundraising Coordinator or Administration Staff.

The following process shall be followed for cash donations:

* Cash received shall be collected counted and recorded by two Individuals, in cases that this is not possible the manager must be informed.
* Funds raised shall be banked regularly depending on volumes.
* Cash not banked immediately shall be placed in RHK’s underground safe. Cash shall never be left unattended or in an unattended environment.
* Funds shall be lodged regularly by the nominated representative from the Financial Audit Committee or in his/her absence, by the standby representative or Senior Administrator or manager
* A standard form will be used to record all cash donations following the count by the 2 individuals, this should be signed by the two individuals who carried out the count, verified, signed and dated by the Manager

The following process shall be used for cheque donations:

* Donors shall be required to send cheques made payable to “Recovery Haven Kerry”, not to a named individual.
* Donations shall be sent to RHK and not to the fundraisers home.
* All donations shall be receipted, recorded in Cash Book and lodged. A letter of appreciation and receipt shall be sent to the donor.
* Where appropriate, records shall be made of donations for specific purposes to ensure donors’ wishes are met.

Online Donations

More and more donations are coming into the organisation through online sources. These can be through Paypal, facebook donations and fundraisers, online platforms (e.g. Just Giving) and electronic transfer. To keep track of this source of income

* All income will be reviewed and reconciled on a monthly basis.
* Staff will review online donations at the first staff meeting each month to ensure all required acknowledgements have been sent to our donors.
* People choosing to donate online will be advised to include a description of who the donation is from and contact details.
* If our volunteers are aware of incoming online donations and any information relating to that donation, please inform staff as this will ensure that the donor gets the most appropriate acknowledgement.

## Gifts in Kind

* Gifts in Kind i.e. gifts to the organisation that are non-monetary e.g. individual supplies, professional services, furniture, books, artwork, etc., may be accepted by the organisation.
* Such gifts are reviewed by the Board to ensure that acceptance shall not involve financial commitments in excess of budget items or commit the organisation to other obligations, disproportionate to the usefulness of the gift.
* Staff and volunteers are not permitted to receive or accept personal gifts from the public or from service users.

## Reporting

* Where anonymity is requested by a donor this shall be respected if the donation is accepted.
* However, the other details of the gift shall be recorded and published (such that anonymity is preserved). Where a donation is offered which is considered to put at risk or adversely affect the reputation of RHK, this shall be referred to the Board. RHK is not obliged to accept all donations.

## Complaints

Should a complaint be received in relation to any aspect of this Fundraising Policy, RHK will ensure that the process and procedures set out in its Complaints Policy will be fully adhered to.

For further details see RHK’s Complaints Policy.