



# FUNDRAISING POLICY

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## POLICY CONTROL

Version	Description	Date	Approval
1.0	Fundraising Policy	Sept 2020	Board
1.1	Updates	May 2023	
1.2	Full update	May 2024	
2.0	Board approval	11 June 2024	Board
<b>Next Review:</b>		June 2027	
<b>Owner:</b>		Foodbank Manager – Zoe Nixon	

## LINKED POLICIES

Safeguarding Policy  
Equality, Diversity and Inclusion Policy

# FUNDRAISING POLICY

## 1. Introduction

At Newquay Foodbank, 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.

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.

## 2. Fundraising activities

Charitable Funds consist of but are not exclusively limited to:

- Money left in a legacy for the benefit of Newquay Foodbank
- Money which has been raised through fundraising events
- Money which 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)

Before fundraising activity can be initiated approval must be sought from the Foodbank Manager

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

All fundraising publicity must state quite clearly how the fundraising will benefit Newquay Foodbank

## 3. Legal requirements

This policy 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

#### **4. Principles**

Newquay foodbank will take responsibility for our actions, ensuring that our fundraising is carried out in line with the Code of Fundraising Practice of the Fundraising Regulator <https://www.fundraisingregulator.org.uk/code>.

Nobody staff member for Newquay Foodbank shall accept commissions or bonuses for fundraising activities on behalf of Newquay Foodbank.

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

If the Foodbank fundraisers identify signs of vulnerability, they will respond appropriately and according to the principles of being legal, open, honest and respectful. When responding to a supporter or member of the public in vulnerable circumstances, staff will take all necessary steps to understand if the supporter is able to make an informed decision about donating to Newquay Foodbank and respond appropriately. If a supporter is deemed unable to make an informed decision the member of staff must not accept the donation. See also Newquay Foodbank's Safeguarding Policy

Staff will always be respectful and will not discriminate against any group or individual. This means being mindful of and sensitive to any particular need that a donor may have. It also means striving to respect the wishes and preferences of the donor.

Staff 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.

#### **5. Responsibilities**

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 Newquay Foodbank, who delegate day to day oversight to the Foodbank Manager.

## **6. Donations or gifts**

Newquay Foodbank, in deciding whether to accept or decline a donation or gift will consider the charity's best overall interest and will not accept donations from donors whose activities appear to be in direct conflict with our charitable aims and objectives.

Additionally Newquay Foodbank will not work with companies or individuals who participate in activities which:

- could cause detriment to the charity's reputation
- will disproportionately decrease the amount of donations to further the work of the charity
- undermine our vision and values
- are associated with unsuitable products, corporate or individual e.g. arms dealings and tobacco
- are from individuals, groups or organisations which are known to take advantage of older or vulnerable people
- are from unknown sources of funding. Newquay Foodbank will take reasonable steps to determine the ultimate source of funding for each gift and satisfy itself that the funds do not derive, directly or indirectly, from activity that was or is illegal
- potentially harm our relationships with other donors, service users, stakeholders or volunteers
- expose us to undue adverse publicity or reputational risk
- require unacceptable expenditure or additional charity resources

If supporters wish to make a donation to a specific area of Newquay Foodbank's work then they make a specified donation by providing written instruction to this effect with their donation. If Newquay Foodbank is unable to accept the request for the specified donation and the sponsor does not want the donation used in any other way Newquay Foodbank will either refuse the donation or refund the donation so long as the wishes are expressed upon the point of donation.

All anonymous donations of £25,000 or more will be reported to The Charity Commission as a serious incident (in line with current Charity Commission guidelines).

Donors will be encouraged where possible to confirm Gift Aid eligibility (if applicable) to maximise the impact of their donation.

### **6.1. Donation or Gift processing**

On receipt, all donations should be processed through the agreed donation procedure, which is overseen by the Foodbank Manager. All attempts should be made to gather appropriate information about any donations and record it appropriately.

## **6.2. Legacies**

The Foodbank Manager will notify the Treasurer of any potential legacy and they will seek legal advice should there be requirements around the will/bequest

When the legacy money is received, this will be processed by the Finance and Administration Officer who will deal with all administrative arrangements including correspondence with the solicitors or family to acknowledge receipt of the monies.

All new legacies will be communicated to the Board of Trustees, both when notified and when received

## **6.3. Pledges (fixed crowdfunding)**

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

## **6.4. Solicitation of charitable trusts and corporates**

It shall be the responsibility of the Foodbank Manager and/or Fundraising Lead to co-ordinate the solicitation of charitable trusts and companies. This co-ordination will ensure that an excessive solicitation of any single source of funds is avoided

Newquay Foodbank will not endorse products, treatments or companies. Sponsorship arrangements (for example of events) will be clearly publicised and conflicts of interest considered as part of event risk management

## **6.5. Fundraising Collections**

Newquay Foodbank will ensure that all fundraising collection is carried out sensitively to protect the organisation's reputation.

Newquay Foodbank will ensure that adequate permission for any static collection is obtained, and can evidence this sufficiently where required; and that all collectors can be clearly identified

## **6.6. Handling of Cash Donations**

Newquay Foodbank 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 only 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 Finance and Administration Officer must be notified
- 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

## **7. Reports to sponsors**

It shall be the responsibility of the Foodbank Manager, with the support of the Fundraising Team and the Finance and Administration staff member, to compile official reports on appeal donations/grants if requested by outside agencies or individual donors

## **8. Donor recognition**

A donor to Newquay Foodbank is entitled to appreciation for his/her donation. Each donation over £100 will be acknowledged in writing.

Donor names may be published in the Newquay Foodbank materials, website and/or social media if permission is explicitly provided.

## **9. Records of donors**

Newquay Foodbank will respect the privacy and contact preferences of all donors and will respond promptly to requests to amend contact details. These details will be held for the purposes of Gift Aid claims and acknowledging donations only.

## **10. Review**

This policy and its implementation will be reviewed at least every three years or where significant financial changes occur.