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 **Fundraising Policy**

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# 1 – Introduction

Nothing in this policy will contravene the effective implementation of the Equality, Diversity, and Inclusion Policy (P14/08) of Age UK Wigan Borough (AUK WB). The organisation will seek to implement all relevant legislation and develop best practice in equality and diversity and other organisation policies will support this objective.

This policy does not form part of any contract of employment or other contract to provide services and we may amend it at any time.

AUK WB will use fundraising as an income stream to continue to provide services to help people across the Wigan Borough. We commit to the Code of Fundraising Practice published by the independent regulator of charitable fundraising in England, Wales and Northern Ireland, ensuring we are legal, open, honest and respectful to our supporters and the general public.

We will be truthful and clear about how money raised will help our charity. This policy provides guidance for people involved in fundraising adhering to and maintaining the required standards. This policy provides transparency and confidence to our donors and sponsors. We are committed to following laws and regulations ensuring we protect our reputation.

All AUK WB employees (permanent and temporary staff working under a contract of service), consultants, self-employed contractors, casual workers, agency workers and volunteers are covered by this policy and expected to fully comply with it.

# 2 - Fundraising Actions covered by this policy

2.1 - The following funds raised are covered in this policy

* Legacies left to Age UK or Concern Wigan Borough
* Money raised from fundraising events
* Corporate Sponsorships
* Corporate Donations
* Proceeds from fundraising partnerships such as lotteries or raffles
* Grants
* Individual donations
* Gifts in Kind
* Shares or bonds
* Pledges

# 3 - Laws and Regulations

3.1 - We ensure we follow all relevant legal requirements which are the following -

* Charities (Protection and Social Investment) Act 2016
* Charities Act 2006 Fundraising Policy 4 Version 1: Aug 2018
* Charities Act 1992
* Data Protection Act 2018
* Safeguarding Vulnerable Groups Act 2006
* Equality Act 2010
* Fundraising Regulator Code of Fundraising Practice
* Institute of Fundraising Treating People Fairly Guidance
* Gambling Act 2005
* Mental Capacity Act 2005
* Bribery Act 2010

(See appendix one for a summary of each legislation)

3.2 - Staff and volunteers involved in fundraising for AUK WB must follow the relevant policies and procedures when fundraising such as –

* Bribery policy 2018 (P69/14)
* Health and Safety policy (P59/08)
* Data Protection and information security policy (P09/08)
* Financial Procedures (P17/08)
* Gifts Policy (P21/08)
* Lone working and Personal Safety Policy and Practice Guidance (P29/08)
* Volunteer Policy (P55/08)

(See appendix two for a summary of each policy)

Every fundraising event or activity will undertake a risk assessment to be proactive and reduce our risk. This will be reviewed and approved by the senior management team. A copy will be forwarded to the Central Services Manager. (See appendix three for an example of a risk assessment.)

# 4 - Fundraising Compliance

4.1 - AUK WB takes responsibility for fundraising and has an allocated fundraising manager who conveys all fundraising actions to the CEO. Fundraising decisions will be discussed with the senior management team in the senior management meetings, ensuring we are working to the Fundraising standards and abide by the relevant regulations and policies.

# 5- Fundraising Responsibility

**5.1- Staff and Volunteers**

Staff and Volunteers must follow the relevant guidance to fundraising such as this policy, laws and regulations. They should be familiar with this policy and the code of fundraising (See appendix four for the code of fundraising). They should follow the guidance and tasks set from the fundraising manager. They should follow their job post responsibilities and meet with the fundraising manager to monitor their progress. Staff and volunteers involved in fundraising must have a basic DBS check and have photo ID. All staff and volunteers must have relevant training to be a part of fundraising activities.

**5.2 - Fundraising Manager**

The fundraising manager must follow relevant laws, regulations and policies relating to fundraising. They should update this policy when a change happens such as an updated law to ensure the policy is up to date. When recruiting volunteers or staff to be involved in fundraising the fundraising manager will create a job description which include the roles responsibilities. They will allocate tasks and monitor the progress of staff and volunteers that are involved in fundraising. They are responsible for creating, building and maintaining relationships with people and business that are involved in our fundraising activities. They will discuss decisions made at senior management meetings and use guidance from the CEO and external fundraising consultants to meet our financial targets set in the income strategy.

**5.3 – Board of Trustees at Age UK Wigan Borough**

Age UK Wigan Borough funds are managed by a Board of Trustees therefore it is important that they are made aware of any fundraising activities, as these could possibly constitute future income streams. Trustees should review significant donations over £10,000 to ensure that it is in the best interest of the organisation to accept the donation and that there is no conflict of interest. A summary of fundraising activities will be provided to each meeting and major activities will be discussed. The board will seek assurance that risk assessments are completed correctly for each fundraising activity. This ensures we are following the Charity Quality Standards requirements.

# 6- Vulnerable People

6.1 - Donations may be from vulnerable people within the public therefore we need to be honest and clear throughout our fundraising. If we are aware that someone is not able to make an informed decision, then any donation should be declined. If we are aware that someone has an illness or condition that effects the judgement two members of Age UK Wigan Borough should be present when a donation is made. together.

# 7 - Acceptable Fundraising Activities

7.1 - All Fundraising Activities will be discussed in the monthly Age UK Wigan Borough Senior Management team meetings. All Fundraising activities must comply with relevant licences. We must be clear when publicising how the donations will be used to benefit the organisation.

7.2 - Some organisations or businesses will need to be assessed first before accepting the donation/sponsorship to reduce the risk of our reputation. We will not accept donations from organisations that support unethical practices, go against Age UK Wigan Boroughs values or are in current financial conflict. Age UK Wigan Borough will not work with individuals or companies who take part in the following actions –

* Previously or has the potential to harm our volunteers, staff, service users or stakeholders.
* Individuals or companies who are known to take advantage of older or vulnerable people.
* Publicly take part or advertise unsuitable activities such as environmental damage.
* Risk a decrease in donations.
* The potential of putting Age UK Wigan Borough’s reputation at risk.

**7.3 - Refusal of Donations**

* If donations aren’t aligned to this this policy, it will be notified to the Fundraising Manager as soon possible. The Fundraising Manger will evaluate and respond appropriately. If this leads to a complaint this will be followed up by the CEO.
* If Age UK Wigan Borough have an anonymous donation over £25,000 this must be reported to Charity commission as a serious incident. This follows this policy and the charity commission guidelines.

**7.4 - Corporate Sponsorship Process**

* Before AUK WB approach an organisation about corporate sponsorship, we will carry out a due diligence process to make sure they are best fit with our charity and values are aligned with one another.
* AUK WB will be transparent and clear how corporate sponsorships will be of benefit, to determine if funds are designated as restricted or unrestricted.
* Any Funds raised will be recorded through donations form from the staff or volunteer who received the donation. This will be sent to the finance manager. A donation form should be completed including company name, address and contact details.
* AUK WB will re-evaluate the company annually to ensure they are still best fit and want to continue being a corporate sponsorship.
* AUK WB will thank the corporate sponsor publicly to show appreciation and build long term sustainable relationships with businesses.
* The corporate sponsor will feature in our annual report, social media and website.

**7.5 – Individual Donations and Gift Process**

* AUK WB will be transparent with how the funds will benefit us such as restricted or unrestricted funds. AUK WB will follow all relevant policies, regulations and laws when taking part in fundraising activities.
* Once a donation or gift is received this will be conveyed to the Finance Manager and a donation receipt should be completed this includes the donations details such as Full Name, Address, Email address and contact details.
* The funds will be documented securely onto a protected database secure spreadsheet. This will include the amount donated and details such as payment schedule.
* AUK WB will follow the appropriate thank you procedure from the Fundraising Manager.

**7.6 - Legacies**

* If an enquiry comes through about a legacy this will be dealt with by the Finance Manager.
* The Finance Manger will notify the CEO of a potential legacy. If necessary, solicitors should be contacted, to seek legal advice.
* Once the legacy has been received this will be managed by the Finance Manager. The Finance Manager will deal with all administrative arrangements including correspondence with the solicitors or family to acknowledge receipt of the monies.
* New legacies will be acknowledged to the board of trustees when notified and received.

**7.7 - Fundraising Collections**

AUK WB fundraising collections will be a part of our values. When we carry out fundraising activities, we may have cash donations therefore the following cash guidance will be followed –

* Collections are undertaken within legal requirements for public collections.
* Collection boxes are numbered, and a record kept of their allocation and return.
* All collection boxes are kept in a secure place and are sealed with spare seals available.
* Income from outside events or activities are to be checked by two responsible persons in a secure environment. An income and analysis sheet is to be completed and signed by both persons. Income and analysis sheets are to be passed to the Finance Manager to be checked, verified and recorded.
* Unsecured cash must never be left unattended or in an unattended environment cash must be banked as soon as is practicable.
* A record is kept of static boxes, which should be regularly opened and counted by two members of staff of a staff member and a volunteer.
* Cash not banked immediately must be placed in a safe or other secure location and Finance Manager must be notified.
* As soon as possible cash should be banked by the Finance Manager.
* Records are maintained for each fundraising event.

# 8 - Complaints

If a complaint is received regarding any aspect of fundraising Age UK Wigan Borough will follow our standard complaints procedure.

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# Appendices

**Appendix 1 – Legislation summaries that was included on page 3 & 4.**

* **Charities (Protection and Social Investment) Act 2016** – According to charity regulations this act “covers key aspects of charities’ fundraising activity including the approach taken, regulation, complaint numbers and how they ensure vulnerable people are protected.”
* **Charities Act 2006 Fundraising Policy 4 Version 1: Aug 2018** – According to Legislation.gov.uk this act is “**An Act to register and regulate charities and collection of charitable funds.”**
* **Charities Act 1992**- According to Legislation.gov.uk this act is “to regulate fund-raising activities carried on in connection with charities and other institutions; Schedule 6to make fresh provision with respect to public charitable collections; and for connected purposes.”
* **Data Protection Act 2018**- According to GOV.UK “The [Data Protection Act 2018](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) controls how your personal information is used by organisations, businesses or the government”
* **General Data Protection Regulation (GDPR) –** According to gov.uk “These new data protection regulations replace the previous Data Protection Act 1998 (DPA) and set guidelines for the processing and collection of personal information.”
* **Safeguarding Vulnerable Groups Act 2006 –** According to legislation.gov.uk this act is “An Act to make provision in connection with the protection of children and vulnerable adults.”
* **Equality Act 2010 –** According to GOV.UK “The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society”
* **Fundraising Regulator Code of Fundraising Practice** – According to the fundraising regulator “The Code of Fundraising Practice sets the standards that apply to fundraising carried out by all charitable institutions and third-party fundraisers in the UK”.
* **Institute of Fundraising Treating People Fairly Guidance –** According to GOV.UK helps guide on “How to raise funds effectively and legally, protecting the public’s trust and confidence in your charity’s work.”
* **Gambling Act 2005 –** According to legislation.gov.uk this is “An Act to make provision about gambling”.
* **Mental Capacity Act 2005 –** According to legislation.gov.uk this is “An Act to make new provision relating to persons who lack capacity; to establish a superior court of record called the Court of Protection in place of the office of the Supreme Court called by that name; to make provision in connection with the Convention on the International Protection of Adults signed at the Hague on 13th January 2000; and for connected purposes.”
* **Bribery Act 2010** – According to legislation.gov.uk this is “An Act to make provision about offences relating to bribery; and for connected purposes.”

**Appendix Two – Policy Summaries**

* **Bribery policy –** This policy provides guidance and support around the Bribery Act 2010 for example in event of gifts, gratitude’s or loans offered to staff.
* **Health and Safety policy –** This policy outlines the responsibilities, systems and processes required to ensure that Age UK Wigan Borough (AUK WB) meets its responsibilities for the health and safety of trustees, staff, volunteers, service users, contractors and visitors.
* **Financial Procedures –** Ensures Staff and volunteers handling cash are aware of procedures to ensure their own safety. All income received and held at Age UK Wigan Borough (AUK WB) is accurately accounted for and held securely.
* **Gifts Policy –** Allows staff and Volunteers to be aware of what to do if they are offered a gift such as donation etc.
* **Lone Working and Personal Safety Policy and Practice Guidance -** This policy is designed to alert staff and volunteers to the risks presented by lone working, to identify the responsibilities each person has in this situation and to describe procedures to minimise such risks. It is not intended to raise anxiety unnecessarily but to give staff and volunteers a framework for managing potentially risky situations, including those that potentially put service users themselves at risk.
* **Data Protection and information security policy -** This policy identifies the type of information that the organisation keeps and the purposes for which it keeps them. It also outlines the measures that the organisation takes to ensure the security of data processed and retained by the organisation.
* **Equality, diversity and inclusion policy -** The purpose of this policy is to promote equal treatment for all staff, volunteers, applicants for jobs and service users and ensure that this is managed in such a way that Age UK Wigan Borough (AUK WB) complies with equality legislation and codes of practice, including, but not limited by the Equality Act 2010, the Human Rights Act 1998 and other legislation as amended from time to time.
* **Volunteer Policy -** This policy outlines Age UK Wigan Borough’s (AUK WB) approach to working with Volunteers.

**Appendix three – Risk assessment example**

Risk Assessment

Activity:

Venue:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who is at risk and how?** | **What is already being done?** | **Any further action required?** | **Who will do this and when?** |
| Arriving at the venue | Group participants, volunteers & staff.Danger from other vehiclesFalling over as they arrive | The paths are in good condition YESThere are adequate parking areas with disabled spaces available. YESThere is adequate access for emergency vehicles. YESThere is access for people with disabilities YES | Ensure that the area remains adequate | AUKWB staff and vols |
| Slips and trips | Group participantsFalling over during activity | The floors are clear of trip hazards YESThe lighting is adequate for the activity YESFurniture used is safe YESAisles and passageways are clear YES | Ensure that the area remains free of trip hazards | AUKWB staff and vols |
| Electric shock | Staff and volunteers | Electrical equipment has been PAT tested YESThere is no visible evidence of wear and tear on the equipment. YES | Visual inspections of equipment each time used | AUKWB staff and vols |
| Fire | Group participants, staff and volunteersDanger of being burnt  | Escape routes are clearly marked YESFire doors are operable and marked YESFire evacuation notices are in place and legible YESFire extinguishers are available and regularly maintained YESStaff and volunteers know the evacuation procedures and assembly point YESVenue has done a fire risk assessment YES | Ensure that fire doors are unblocked each time the venue is used | AUKWB staff |
| First Aid  | Group participants, staff and volunteersDanger of accidents | First Aid box is available and accessible YESStaff and Volunteers are aware of its location YESContents are in date YES |  | AUKWB staff |
| Food poisoning | Group participantsFood given results in sickness | The kitchen is in a good condition YESFood hygiene procedures are followed, including daily cleaning schedule YESFridge temperatures are checked YESProduct instructions are followed YESCooked food kept separate to raw foods YESUse by dates are checked YES | Better Food, Better Hygiene completed each time | AUKWB staff and vols |
| Any additional risks associated with the activity | Group participants | Any qualifications the leader has should be noted YES | Food Hygiene Certification | SJ TarnK TebayM SharrockG FoulkesV HoughtonAUKWB staff and vols |

**Date of Assessment**:

**Assessment undertaken by**:

**Review date**:

**Version number**:

**Appendix Four – Code of Fundraising**

According to the fundraising regulator the code of fundraising “The Code of Fundraising Practice sets the standards that apply to fundraising carried out by all charitable institutions and third-party fundraisers in the UK. It replaces the previous code, rulebooks and legal appendices.”

Please follow this link to view the code of fundraising – [www.fundrasingregulator.org.uk/code](http://www.fundrasingregulator.org.uk/code)