



HOPE FUNDRAISING PROTOCOL AND PROCEDURE

SCOPE OF POLICY

The Hope Centre Fundraising Team, Chief Executive, members of staff and volunteers associated with The Hope Centre will seek funds in a variety of ways and a wide variety of sources to secure core services, and to support new initiatives consistent with its strategic and business planning requirements.

Potential funding opportunities will be investigated and appraised by the Fundraising Manager, Chief Executive and or the board of trustees.

This document indicates the procedure to be followed in making decisions relating to funding opportunities and the rationale to be followed that enables decision making based on Hope's ethos and values.

GENERAL PRINCIPLES

The Fundraising Strategy, in relation to supporting the Hope Centre Business Plan and individual project areas, will be discussed and agreed with the Chief Executive and all members of the fundraising team on an annual basis, and reported to the board for their comment.

The Fundraising team will work in accordance with the agreed strategy, and all may recommend changes to it, which should first be discussed with the team as necessary at the Chief executive's discretion.

All Fundraising activity will take place in accordance with the Institute of Fundraising Code of Practice and any other relevant legislation.

Budgets for all fundraising activity where there is associated expenditure **MUST** be agreed (in accordance with the Hope Centre Finance Policy) prior to activity commencing.

All fundraising by Hope will adhere to our ethos and values and will not promote or confirm stereotypes or any form of oppressive behaviour, offer any offence nor promote excessive consumption of alcohol.

Fundraising Events and Activity

Safety

The Charity endeavours to keep its staff, service users and volunteers safe at all times during all fundraising activity and will ensure that a risk assessment is undertaken where appropriate and insurance is in place as necessary.

Risk Assessments should be signed off by the relevant line manager.

Fundraising Communications

Full details of any enquiry regarding Fundraising received by a staff member or volunteer must be passed to the Fundraising team within 48 hours of receipt.

The Fundraising team will endeavour to respond within 48 hours of any notification of income, fundraising intent or enquiry in appropriate manner.

Registration of Fundraising Activity (Third Party Fundraising)

Anyone intending to fundraise for The Northampton Hope Centre must register their intention via the Fundraising Form (available N drive and also on the website) and will issued with appropriate guidelines through our fundraising pack. This will be recorded on the CRM database.

Offers may be declined if they do not meet Hope's ethical approach, values and ethos and people should be advised what this is and if their proposal does not meet this, helping them to adjust what they intend to do if necessary.

Anyone fundraising in aid of The Northampton Hope Centre who has not registered their activity as above will be deemed to be acting independently of The Northampton Hope Centre and as such the charity can accept no responsibility for their actions.

Handling of donations and funds raised

Funds raised for NHC belong to the charity and, once collected, must be paid over to the charity in a timely manner:

Cash must be banked and transferred over to NHC using appropriate details. Cash must not be sent through the post.

Cheques must be sent to the official NHC address and should be made payable to Northampton Hope Centre.

The handling of donations and fundraised monies must comply with the Fundraising Regulator: Code of Fundraising Practice, section 20.2

All funds raised or donations received by NHC must be reported to the Fundraising Team.

The following information must be added to the Fundraising database:

Exact amount of the donation or funds raised

Donations - full details e.g.

- Title:
- Full name:
- Postal address:
- Telephone:
- Email address:

Details of whether the donation is an unrestricted donation or whether it has been made for a specific budgeted item or approved special project

Funds raised - full details e.g.

- Title:
- Full name:
- Postal address:
- Telephone:
- Email address of the fundraiser:
- Type and date of the fundraising event or activity undertaken:
- How funds have been received (eg. cash, cheque).

Any committee member, volunteer or staff member accepting cash donations on behalf of NHC must ensure these details are taken and the charity will then provide the donor with a receipt to comply with the Fundraising Regulator: Code of Fundraising Practice, section 20.3.

Committee members, volunteers or staff accepting donations of funds or gifts in kind, in person, on behalf of NHC, must verbally thank the donor on behalf of the charity.

All donations and funds raised must be recorded on the charity's fundraising database.

A thank you letter will be issued to the donor or fundraiser within 14 working days of receipt of funds, unless the individual has expressly asked not to be contacted.

In the case of donations being made by individuals, a Gift Aid declaration form will be sent out with the thank you letter.

All communication preferences will be recorded in line with the GDPR policy

Trust fundraising procedure

FUNDING BETWEEN £5000 AND 15% OF THE BUDGET FOR ANY GIVEN YEAR

Applications for between £5000 and 15% of the budget for any given year may not be submitted by anyone other than the Fundraising Manager / Chief Executive. Any bids for over £50000 in any year must be appraised by the board and full risk assessment made.

The process for preparing bids is as follows:

- a. Need for funding for a project identified by staff member. Trustee, senior staff etc.
- b. Opportunity to apply for funding identified by Fundraising and Communications Manager or communicated to Fundraising and Communications Manager.
- c. The Fundraising Manager will work with the CEO and staff who will be directly affected/who may have knowledge to assist in developing the application as necessary.
- d. CEO, Fundraising Manager and staff who will be directly affected/who may have knowledge to assist the application will develop the project design which should include:
 - Outcomes
 - Activities
 - Staffing/resources required
 - Evidence of need
 - Length of project/grant
 - Proposals for monitoring and evaluation

A staff member may be nominated to be the main point of contact for queries by the Fundraising Manager/Director who is drafting the application.

The Fundraising Manager will write up the project design and share this with those with interest to give the opportunity for comment. The project design should then be approved by/seen by CEO.

The Fundraising Manager/ CEO will then write the application. If necessary they will seek input as required from those involved in the project design

The Fundraising Manager/ CEO will agree and submit the final bid.

FUNDING OF £5000 OR LESS

Where opportunities arise to obtain smaller sums through grant funding, donations, events etc volunteers, trustees and staff should alert the fundraising team and seek their approval prior to making any application or planning any event. Ideas for events or other methods of fundraising are welcome from any source

The following issues should be taken into consideration before submitting an application:

- *'How much extra work will this create and who will do it?'*
- *'Is this initiative consistent with our core tasks and our business plan objectives, our ethos and values?'*
- *'What is the budget?'*
- *'Is the source of funding consistent with our organisational values?'*

All funding applications or events must be approved by the CEO and Fundraising Manager and signed before submission by the CEO or Fundraising Manager.

If such applications are successful the finance manager needs to be kept informed as there may be issues to do with banking money and possibly reporting back to the funder on the use of the money.

Response to awards

Thank you letters must be issued promptly and the application, any reply and the thank you scanned or filed in the fundraising folder in an appropriate place.

Reports must be made according to the deadlines set by any award maker or grantee.

Keeping of records

Hope will retain a database of applications made and donors using the CRM system and other files

Ethics and values

Refusal of Fundraising Donations

An otherwise acceptable donation and other funding may be refused, for example

- if there is evidence that acceptance of the proposed donation or funding, or compliance with any of its terms, might damage the charity's reputation, including deterring other donors;

- if its acceptance might involve disproportionate costs or other burdens for the charity, or
- if it appears that it is intended or likely to unduly influence the delivery of any services to members.

Donations and other funding will be declined if staff or Trustees consider that:

- The proposed donation or other funding might arise in whole or in part from activity that - appears to be unlawful in the United Kingdom or appears to violate international agreements on human rights;
- the proposed donation or other funding, or any of its terms, would - require action that is unlawful in the United Kingdom, - be likely to limit the charity in fulfilling its purpose;
- the Trustees or staff of the charity would derive personal benefit from the donation or other funding, individually or collectively, beyond the benefit provided or available to the charity and its members as a whole.
- The source of the funding is from an organisation or event that is judged a risk. This could include events which have racist, sexist or other elements, or which originate from unethical practice or donors. Each case will be assessed on its merits.

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