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# Fundraising Policy

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H.O.P.E. Hands on Peer Education Limited

Charitable Status No: [CHY 20150](#)

Registered Charity: 20079840

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## Policy Statement

Hands on Peer Education Limited (H.O.P.E.) is committed to the highest standards of good practice regarding fundraising, ensuring that all fundraising activities are respectful, honest, open and legal.

## Purpose

To clearly outline fundraising procedures and to detail practices adopted to ensure the organisation is exposed to minimum risk, is accountable to funders, and meets the expectations and needs of donors.

## Scope

The Statement offers principles and guidelines to assist in all fundraising activities. Such activities include: grant funding, capital campaigns, gifts to project, special events and fundraising drives

## Principles

Any donations received will be used solely to further the organisation's mission.

**Respect:** H.O.P.E. will respect the rights, dignity and privacy of its supporters and service users, and respect privacy and right to donate time or money or not.

**Honesty:** The organisation will answer honestly all reasonable questions about its fundraising activities and fundraising costs and it will do so within a reasonable timeframe. It will also ensure that all funds raised will be used for the purposes for which they were raised.

**Openness:** The organisation will make information about its purposes and practices freely available. H.O.P.E. will abide by legal requirements. This includes all accounting requirements, compliance with the Data Protection Acts 1988 and 2003, and compliance with the Charities Act 2009.

## Roles and Responsibilities.

- The Board of Management are ultimately responsible for the activities of those associated with the organisation, as well as those responsible for financial accounting and reporting. Management are responsible for ensuring that all fundraising efforts are respectful, honest, open and legal and that fundraisers are aware of and can communicate the purpose of the organisation and of the specific fundraising efforts they are involved in.
- Staff and volunteers, who are engaged in fundraising activities, must represent the organisation professionally, and adhere to the standards outlined in this policy.
- A fundraising volunteer coordinator, who may be working alone without staff or management present, and working in the name of H.O.P.E. must go through a vetting procedure. This will include Garda vetting and references checked. No one outside of Manager, Administrator, and Management Committee will be signatories on the bank account will have access to H.O.P.E. bank accounts, checkbook, or credit card.

## Procedures

H.O.P.E. will give the following commitment to all donors and funders:

- They have the right to be assured that their gifts will be used for the purposes for which they were given, and that their names deleted from mailing lists or databases if so requested.
- In raising funds H.O.P.E. will accurately describe its activities and needs.

#### Grant Fundraising

In general (unless authorised by the manager) applications for external funding will be completed by the Manager.

#### Fundraising at events

At the event, cash will be held securely. If tickets are being sold, collections should be recorded on a summary sheet with a signature from the sellers signifying the amount of cash collected or standard priced tickets should be provided.

All final amounts including floats ought to be collected and recorded from all locations at the end of an event. The Manager should review the summary sheets or the amount of tickets sold to ensure that these tally with the final figure of cash received.

#### Handling of donations

All monetary donations should be forwarded to Manager and Administrator.

The following process should be followed for cash donations:

- Cash received ought to be collected, counted and recorded by two individuals.
- Wherever possible, cash ought to be banked immediately. Where sums over €500 are involved, cash should be banked in stages during an event and, preferably, by two individuals.
- Cash not banked immediately must be placed in a sealed container in a secure place. If cash cannot be banked immediately, handling procedures ought to be agreed in advance. Cash ought never to be left unattended or in an unattended environment.

The following processes should be used for cheque donations:

- Donors must send cheques made payable to H.O.P.E., not to an individual.
- Donations ought to be sent to the organisation's offices and not the fundraiser's home.
- Income summaries ought to be made at the point of counting for reconciliation with banking details at a later date.
- Where appropriate, records must be made of donations for specific purposes to ensure donors' wishes are met.
- H.O.P.E. will acknowledge the donation by sending a notice of appreciation.

#### Gifts In-kind

Gifts in-kind (gifts to the organisation that are non monetary e.g. equipment, supplies, professional services, furniture, books, artwork, etc) may be accepted by the organisation.

Such gifts are reviewed with care by management to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the organisation to other obligations disproportionate to the usefulness of the gift.

Also, we do not accept payment or gifts of any kind from clients currently linked into our service.

### **Reporting**

The organisation will record and publish in the Statement of Annual Accounts details of individual gifts, including gifts-in-kind where the organisation judges that those gifts may be construed to have the potential to influence the independence of the organisation's decision making.

While an organisation is not obliged to accept anonymous donations, where anonymity is requested by a donor this will be respected if the donation is accepted. However the other details of the gift will be recorded and published (such that anonymity is preserved).

### **Complaints Procedure**

A funder or donor has the right to complain. This complaint should be made in writing to the Manager or a member of the Board of Management. A copy of our complaints procedure may be requested.