

Hope 4 (Rugby) Ltd – Fundraising Policy

General Statement:

Hope 4 (Rugby) Ltd. applies the financial support it receives only for its charitable purpose. We welcome donations and other funding from individuals, companies, churches, local and national government and other charities or fund-giving bodies. In the event that we receive an offer of funding which may not have been planned for, we will decide whether the proposed work fits within our strategic direction—if it does not, then the offer of support will be graciously declined. If any funding received cannot be used due to a change in circumstances we will contact the funder with an alternative use for the funding.

Legal Issues:

Where we have good reason to believe that we have been passed the proceeds of any crime, or money belonging to someone other than the donor, we will contact either the relevant authority or the police.

Gifts in Kind:

We welcome gifts in kind which will assist us with our work.

Publicising Support:

We will acknowledge our sources of funding publicly, for instance, in our annual report, and will identify major donors, unless they wish to remain anonymous.

Sponsorship:

Hope 4 (Rugby) Ltd. is happy to negotiate with any potential funders who may wish to promote their support of us as a charity. We will then balance whether there is a net benefit to our work of accepting that support. This will require a judgment, balancing these two issues:

Any publicity which may be negatively construed, or associates us with an organisation who does not share our values, and The benefit of their potential support to the lives of the people we work with.

Tax:

We will seek to obtain tax or other fiscal benefits as are permissible when receiving funds and shall advise potential donors of our willingness to receive donations under covenant or Gift Aid.

Making Fundraising Applications:

Fundraising applications will be co-ordinated by the Board of Directors working with the fundraising committee. We believe that all people have the right to realise their potential, to contribute positively to the communities in which they live and to discover meaning and direction for their lives.

Fundraising Committee:

Trustees, staff and volunteers are encouraged to fund raise for Hope 4 (Rugby) Ltd.

All applications for fundraising should be approved in advance by the Board of Trustees or their agreed representative. Where possible this should take place at a formal Director's meeting. However, where an application needs to be submitted between meetings, this may be approved by the Chairperson and two others, one of whom should be the Fundraising Director. The action will then be reported at the next Board meeting and, ideally, should have been anticipated at previous meetings.

Anyone who wants to stage an event, or raise funds should first of all complete a form [see below] for the consideration of the fundraising committee. This is a necessary step in order to make sure that events do not clash and are in keeping with Hope 4's strategic direction.

Financial procedures:

All those involved in fundraising must adhere to and comply with current financial procedures of Hope 4 (Rugby) Ltd. and general principles of good practice.

Sustainability:

In preparing any bid for funding, those applying must address the issue of what will happen after the funding ceases.

Signed:

Date:

Company Secretary for and on behalf of the Board of Trustees.

Review date: **annually**

Introduced: June 2015. Reviewed June 2016. June 2017.

Application form for organising a Hope 4 (Rugby) Ltd. Fund Raising Event

See below.



Application form for organising a Hope 4 (Rugby) Ltd. Fund Raising Event

Name of Event:

Proposed by:

Date:

Is use of the Hope Centre Required?

Contact details (mobile and email)

Outline of Event

Outline of requirements:

- a) Administration
- b) Setting up
- c) Time schedule:
- d) Volunteers/staffing needed:

Anticipated Profit

- a) For Hope 4 General Funds
- b) Other – please specify

Details of the prior publicity you have in mind:

Is this a one off event [] or one you are likely to repeat it [] ?

For Office Use only: Retrospective Assessment - Fundraising Director's observations: