



## FUNDRAISING POLICY & PROCEDURES

### 1. General Statement:

This policy covers fundraising activities and events on behalf of the Let's Play Project undertaken by our employees or volunteers (including employees acting outside their normal working hours).

### 2. Principles

2.1. The Let's Play Project are committed to open and transparent fundraising and follow the Code of Fundraising Practice set out by the [Fundraising Regulator](#). The standards for fundraising are set out in the Code of Fundraising Practice. The Key Principles and Behaviours of the Code of Fundraising Practice means all work will be legal, open, honest and respectful.

2.2. We do all we can to ensure that fundraisers, volunteers and fundraising contractors working with us to raise funds are open and transparent and comply with the Code of Fundraising Practice and with this Promise.

2.3. We will adhere to the Fundraising Code of Practice.

2.4. We comply with the law including those that apply to the following;

- a. [Gift Aid Rules](#)
- b. [Charities Act 1992](#)
- c. [Charities Act 2011](#)
- d. [Charities and Trustee Investment \(Scotland\) Act 2005](#)
- e. [Charities \(Protection and Social Investment\) Act 2016](#)
- f. <https://www.gov.uk/data-protection>

2.5. We are clear about who we are, what we do and how our gifts are used.

2.6. We answer all reasonable questions about our fundraising activities and costs. Please contact the Operations Manager if you require further details.



- 2.7. Where we have a promotional agreement with a commercial company, we make clear how much of the purchase price we receive
- 2.8. We give a clear explanation of how people can make a gift and amend a regular commitment.
- 2.9. We will not put undue pressure on people to make a gift and if people do not want to give or wish to cease giving, we will respect that decision.
- 2.10. Where the law requires, we will get your consent before we contact you to fundraise.
- 2.11. If you tell us that you don't want us to contact you in a particular way we will not do so. We will work with the Telephone, Mail and Fundraising Preference Services to ensure that those who choose not to receive specific types of communication don't have to.
- 2.12. We take care not to use any images or words that cause unjustifiable distress or offence
- 2.13. We respect the rights, dignities and privacy of our supporters and beneficiaries
- 2.14. If people are unhappy with anything we've done whilst fundraising, they can contact us to make a complaint
- 2.15. We have a Complaints policy, a copy of which is available on request. If we cannot resolve a complaint, we accept the authority of the Fundraising Regulator to make a final adjudication.

### **3. Fundraising by Employees or Trustees**

- 3.1. Employees are encouraged to undertake their own local fundraising activities, provided these are discussed in advance with the Core Team. Advice, support and resources are available from the Core Team to any employees wishing to undertake local fundraising.
- 3.2. Fundraising by Let's Play Projects' employees can be undertaken to raise the following types of funding:
  - 3.2.1. Unrestricted funds



- 3.2.2. Restricted funds; e.g. for a specific item for the Let's Play Project
  - 3.2.3. For items specified within the Budget for that financial year
  - 3.2.4. For special projects which have been submitted to the Trustees and for which written approval has been given.
- 3.3. All fundraising undertaken on behalf of Let's Play Project must be corporately branded, using our forms and posters. Any documentation produced relating to fundraising must display the charity registration number and must specify the type of funding the event is raising money for.

#### **4. Funding Applications**

- 4.1. Employees, other than the Core Team or Trustees, are not authorised to apply for funding or grants to companies, grant-making trusts and foundations, philanthropic groups or public bodies. However should any such opportunities or approaches be made to employees, these should be immediately passed on to a member of the Core Team to assess and respond accordingly on behalf of Let's play project.
- 4.2. Careful consideration is taken to which grants and trusts we apply to. Let's Play Project exercises due diligence on both the financial and reputational dealings of potential partners before applications are made or donations are accepted.
- 4.3. We reserve the right to only accept contributions from companies, organisations and individuals that the Charity considers ethical.

#### **5. Controlled Activities**

- 5.1. Collection tins are available from the Core team. You will need a licence from your local authority to collect funds in a public place; therefore you must contact the Core Team for information and guidance relating to fundraising in this way.
- 5.2. If you are planning any type of lottery; to include a raffle, tombola or sweepstake event, please be aware that there are strict rules about what you can and cannot do; therefore, you must contact the Core Team for information and guidance relating to fundraising in this way.



## **6. Events**

### **6.1. Events organised by Let's Play Project**

- 6.1.1. Let's Play Project will ensure that our events are organised efficiently and safely and are covered by our Public Liability Insurance. Risk assessments are conducted in line with the Charity's Health and Safety policies to ensure the safety of all employees and participants. We will ensure that venues comply with all legal requirements for Health and Safety and ensure that we consider equal access for all.
- 6.1.2. Let's Play Project will ensure that participants are fully briefed about the event, including where relevant, any risks, fitness requirements, special equipment or clothing required, and standards of behaviour expected.
- 6.1.3. Let's Play Project will ensure that events are adequately supervised, this includes; providing proper adult supervision, ensuring that the child's parent/guardian have given their permission for their child to attend the event and carrying out appropriate background checks (DBS) if adults are to have unsupervised access to children.
- 6.1.4. The Charity reserves the right to refuse a potential participant from being involved in an event if necessary.

### **6.2. Events organised by third parties**

- 6.2.1. Let's Play Project cannot be held responsible for any injury, loss, and damage or cost arising out of any circumstance whatsoever in connection with fundraising or social events held by third parties on behalf of the Charity.
- 6.2.2. Third parties that organise events to raise funds for Let's Play Project must ensure these are done so efficiently and safely; comply with Health and Safety regulations and are covered by any special licences (e.g. public entertainment to sell alcohol), and relevant insurance. Third parties are also responsible and liable for the collection of donations.

## **7. Handling donations and funds raised**



- 7.1. Funds raised for Let's Play Project belong to the Charity and, once collected, must be paid over to the Charity in a timely manner.
- 7.2. The following information must be provided:
  - 7.2.1. Exact amount of the donation or funds raised
  - 7.2.2. In the case of a donation, the date, title, and amount will be recorded. Also, whether the donation is an unrestricted donation or whether it has been made for a specific budgeted item or approved special project
  - 7.2.3. In the case of funds raised, the title, full name, plus the type and date of the fundraising event or activity undertaken
  - 7.2.4. How funds have been received (e.g. cash, cheque)
- 7.3. Anyone accepting donations of funds or gifts in kind in person on behalf of Let's Play Project must verbally thank the donor on behalf of the charity.
- 7.4. All donations and funds raised must be recorded on the charity's fundraising database. A thank you letter or email will be issued to the donor or fundraiser by the Core Team within 7 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 (where appropriate) will be sent out by the Core Team with the thank you letter.
- 7.5. In such an instance that the money donated, or funds raised cannot be used for the particular gift intended; e.g. when funds are raised for an item such as outdoor play equipment are met, we will endeavour to include a note on the appeal as to where any excess funding will be used. Unless the fundraiser has specified, the excess monies will go to unrestricted funds. We will also endeavour to contact donors (where possible) and/or put a statement on our social media accounts to explain that the appeal has reached its target and include details of where the excess funds will go. It may not be lawful to return a donation; in cases where requests for donations to be returned are made, we will investigate and seek legal advice where necessary.

## 8. Gift aid



- 8.1. Donations made under Gift Aid are treated as if the donor had already deducted basic rate tax from them. Maximising the value of donations is important for all charities, therefore Gift Aid enables Let's Play Project to then reclaim this tax to increase the value of a donation.
- 8.2. Internal controls ensure that proper records are maintained reducing the risk of amounts being reclaimed by Her Majesty's Revenue and Customs (HMRC). Accurate records and timely returns ensure the charity receives the tax recovery promptly and with confidence.

## 9. Data Protection

- 9.1. Details of the names and addresses and amount donated or pledged by all donors are kept and handled in accordance with the Data Protection Act 2018 and will be used for finance auditing purposes only.
- 9.2. We will only send newsletters, information and updates for other fundraising purposes to donors that have opted in to receive this information from us. We may send offers and information by mail, email and telephone. We will not share this information with any third party organisations except where we are required to do so by law or where we have a contract in place for the lawful processing of data.
- 9.3. If donors have any queries concerning their data protection or no longer wish to receive information about our other activities, please contact our Core Team for further information and guidance.

## 10. Complaints

- 10.1. Anyone wishing to make a complaint regarding fundraising in connection with Let's Play Project including Third Parties fundraising on the charity's behalf should follow the procedure in the Charity's Complaints policy.
- 10.2. Should any member of staff or volunteer wish to report any concerns they have regarding the organisations fundraising practice they should follow the procedure outlined in the charity's whistleblowing policy.

## 11. Legal Status



- 11.1.** This policy does not give rise to any contractual or legally enforceable rights for employees although it does create legal rights for Let's Play Project. We can change all or any part of this policy in any way, at any time and for any reason. We do not have to give anyone prior notice of any change.
- 11.2.** Failure to comply with all aspects of this policy could result in action being taken under our disciplinary or capability policy, up to and including dismissal.