

## **Fundraising Policy**

### **Purpose**

This policy is intended to provide information on the principles and guidelines for fundraising from all sources.

Horsham Matters is committed to the Code of Fundraising Practice, as well as outlining the responsibilities of staff, Board members and volunteers involved with fundraising.

The policy covers all staff, trustees, volunteers, casual workers, contracted employees and supporters of Horsham Matters.

### **Policy and procedure**

All fundraising activities must be approved by the Interim Managing Director.

### **Code of Fundraising Practice**

Horsham Matters will ensure that all trustees, staff and volunteers carrying out fundraising activities are expected to act in accordance with the Code of Fundraising Practice, see <https://www.fundraisingregulator.org.uk>

In particular, we will adhere to the principles of the Code, namely that our fundraising will always be legal, honest, open and respectful.

### **Legal requirements and data protection**

Staff will ensure that all fundraising activities comply with the law as it applies to charities and fundraising. This includes the Data Protection Act 2018, see our Privacy Policy.

All funds raised will be used for the purpose for which they were raised. Grants will also be used within the specified timeframe given by the donor. We recognise

that donors have the right to request information on how their funds are used and will provide this if requested.

Accurate records of all donations, grant applications and funding bids will be collected and stored by the Interim Managing Director and the Fundraising team.

Funds will not be accepted from organisations or individuals where the Interim Managing Director and/or the Board of Trustees considers there is reasonable evidence to suggest that association with the individual or organisation may lead to disrepute. The Accepting and Declining Donations policy should be read in conjunction with this policy.

### **Marketing**

All printed materials used for fundraising will be reviewed and approved by the Interim Managing Director. All publicity and promotional activities will be truthful and will not exaggerate.

### **Fundraising events**

The Interim Managing Director will share with the Board information relating to the revenue and expenses of each event.

Where possible all costs of fundraising events will be covered by revenue from participants to ensure that all sponsorship received will go directly to cover the charitable work of Horsham Matters.