



Friends of Refugees London Fundraising Procedure

Purpose of the Policy

The majority of funding for Friends of Refugees London will come from grants provided by foundations, the public sector, and private organisations operating in the refugee resettlement space. Public donations are welcome, and these will be processed using an online third-party provider such as JustGiving.com

Trustees have a responsibility to act in the best interests of the charity in pursuing our purposes, as set out in our constitution.

We must ensure that we uphold any legal, statutory, or regulatory requirements, and maintain our reputation and adherence to our company values in accepting fundraising. This Policy provides guidance on how fundraising at FOR London will be managed to ensure that we maintain these standards, and provide reassurance and transparency of our processes to our donors.

We are committed to maintaining good practice in fundraising. This Policy will be reviewed every three years or more frequently as legislation, guidance from official bodies or industry best practice changes.

Definitions

A “donation” is a gift for which no direct benefit is sought. A donation may take various forms including cash, services or goods and can be from an individual or an organisation. A donor’s name or list of donors may be on display or included in publicity if we choose to do so by way of thanks. It must be made clear to the donor that any decision to display or include the donor’s name is at the sole discretion of Friends of Refugees London. FOR London is entitled to claim Gift Aid on donations from individuals where a Gift Aid Declaration is made that confirms that the individual is tax resident in the UK and has paid tax during the period in which the donation is made. Donations are not subject to VAT.

A “grant” is cash given to an individual or an organisation for a specific purpose. There is an obligation to fulfil any criteria the funding body may place upon the grant i.e. to ensure the project that is funded satisfies their aims and objectives and proceeds as outlined during the grant application process. Funding bodies usually require some level of profile in return for their grant and this should be in proportion to the size of grant and agreed in writing before accepting the grant. This is usually in the form of a logo or line credit with agreed wording in publicity. Grants should always be documented in some form of written agreement between the parties. Grants are not subject to VAT, unless we are providing goods or services in return.

Requirements

FOR London will only accept funds if they meet the following requirements:



- **Benefit:** There are strong grounds for believing it will result in benefit to FOR London. The benefit sought should be viewed as good value for the level of support given and the resource required to secure it.
- **Integrity:** The donor or organisation will not bring FOR London into disrepute, damage our reputation or integrity.
- **Strategic fit:** The objectives of donors or organisations we work with do not contradict FOR London's mission, aims and objectives.
- **Independence:** Donations do not compromise our independent status.
- **Influence:** There is no attempt on the part of the donor or organisation to influence our policy or actions either explicitly or implicitly.
- **Codes of Practice:** acceptance of donations must comply with the Fundraising Regulator Code of Fundraising Practice and the Fundraising Promise.
- **Standards:** the donor or organisation must meet any appropriate and associated national standards, and abide by any relevant regulations.

The role of Trustees

Final responsibility for actions under this Policy and our Fundraising Strategy rests with FOR London's trustees, who will be able to demonstrate they act in 'the best interests of the charity'. This means trustees will not be influenced by personal moral perspectives or judgements or derive any personal benefit from funding to the charity. Trustees will declare a conflict of interest where it exists.

Consideration of opportunities

Some organisations or donors will require special consideration before funding can be accepted from them. Examples include funders that:

- promote or are involved in tobacco, pornography, weaponry or similar activities;
- are interested in supporting City Council-owned events but that may have a conflict of interest with Council Policy or objectives e.g. developers;
- is in financial or legal conflict with FOR London;
- as far as FOR London is aware, does not uphold the same values as stated in our constitution

The above list is not exhaustive and we retain the right to decline funding from any funder, which FOR London in its sole discretion considers inappropriate.

Transparency

A copy of this policy will be displayed on our website and given to any third parties who undertake any fundraising on our behalf.



Process for managing Donations & Grants

When a donation or a grant is received, staff should ensure the following:

- Clarify where the donation or grant will be spent and whether it should be treated as unrestricted or restricted funds
- Document the gift and log any relevant details agreed such as management of the gift and activity funded, decision making for any changes to the activity supported, payment schedule etc.
- Procedure for thanking the funder, ensuring that benefits of significant financial value are not given that will conflict with this policy or significantly off-set the value of the gift.
- If the gift is being made by a UK resident tax payer, undertake full documentation for possible Gift Aid claim purposes.

Data Protection

FOR London will administer all fundraising in line with its Data Protection Policy. Funders will never be given direct access to mailing lists or data held by FOR London, unless it has the express permission of the data subject. All funders have a right to request access to their data and may obtain this by contacting a member of the Development team. FOR London acknowledges the donor's right to privacy and will uphold the values of the Fundraising Regulator's Fundraising Promise. Should any funder or donor wish to make a complaint about fundraising, then they may do so under the FOR London Complaints and Compliments Policy.

Gift Aid

We will seek to maximise all donations by claiming gift aid from HMRC wherever possible. Donors will be asked for a gift aid declaration. Claims will be made to HMRC in line with the requirements of current legislation.