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# Fundraising Policy

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Newcastle Community Centre

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Approval date: 1/5/ 2019

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Next Revision date: 1/5/2022  
Revised 5/1/2023  
Next revision date 1/1/2026

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1.Responsibility for approval of policy	<i>Chairperson</i>
2.Responsibility for implementation	<i>Board</i>
3.Responsibility for ensuring review	<i>Chairperson</i>

# Newcastle Community Centre Fundraising Policy

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## 1. Policy Statement

- 1.1. Newcastle Community Centre is committed to the highest standards of good practice regarding fundraising ensuring that all fundraising activities are respectful, honest, open and legal.

## 2. Purpose

- 2.1. 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.
- 2.2. This policy addresses general responsibilities in fund-raising as well as specific responsibilities related to the use of and accountability of funds.

## 3. Scope

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

## 4. Principles

- 4.1. Any donations received will be used solely to further the organisation's mission.
- 4.2. Respect. All fundraising will respect the right and dignity of donors, beneficiaries, and the public. Fundraising activities will not be unreasonably persistent, intrusive or place undue pressure on people to donate. Should someone not wish to donate or wish to cease donating, that decision will be respected. Beneficiaries will not be presented in a disrespectful way in promotional activities and, where possible and appropriate, beneficiaries will have an input into the promotional strategies of Newcastle Community Centre.
- 4.3. Honesty and Integrity. Fundraising will occur in an honest and truthful manner. Fundraisers will act with integrity and not misrepresent Newcastle Community Centre, its need for funds or how they will be applied. Questions about fundraising activities and fundraising costs will be answered honestly and in a timely manner. Information about Newcastle Community Centre charitable purpose and activities will be made freely available. Charitable donations and gifts will be used for the purposes for which they were donated.
- 4.4. Transparency and Accountability. Newcastle Community Centre will take responsibility for its actions and will be capable of explaining, clarifying and justifying those actions. Newcastle Community Centre will operate in an open, frank and honest way and will ensure that transactions, operations, information and communications are easily understood by donors and the public alike. Newcastle Community Centre will clearly identify to donors and the public the cause for which the fundraising is occurring and how donations will and are being used. Newcastle Community Centre will provide ways whereby those interested can easily contact the Centre.
- 4.5. The Community Centre will abide by legal requirements. This includes all accounting requirements, compliance with the Data Protections Acts and compliance with the Charities Regulation.

## 5. Roles and Responsibilities.

- 5.1. The board of Newcastle Community Centre are ultimately responsible for the activities of those associated with the organisation, as well as those responsible for financial accounting and reporting.
- 5.2. Management is responsible:
  - 5.2.1. For ensuring that all fundraising efforts are respectful, honest, open, and legal.
  - 5.2.2. For ensuring that fundraisers are aware of and can communicate the purpose of the organisation and of the specific fundraising efforts they are involved in.
- 5.3. Volunteers who are engaged in fundraising activities, must represent the Centre professionally, and adhere to the standards outlined in this policy.

## 6. Procedures

Newcastle Community Centre will give the following commitment to all donors and funders:

- 6.1.1. They have the right to be assured that their gifts will be used for the purposes for which they were given.

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- 6.1.2. They have the right to have their names deleted from mailing lists or databases if so requested.
- 6.2. In raising funds Newcastle Community Centre will accurately describe its activities and needs.
- 6.3. Where donations are made for a specific purpose, the funder/donor's request will be honoured. If the organisation invites the public to donate to a specific cause, then the Centre will have a plan for handling any shortfall or excess.
- 6.4. Grant Fundraising
  - 6.4.1. In general applications for external funding will be completed by a board member or volunteer.
  - 6.4.2. Final authorisation for all grant applications will be the responsibility of the Board
- 6.5. Fundraising at events
  - 6.5.1. At the event, cash should be held securely.
  - 6.5.2. 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.
  - 6.5.3. All final amounts including floats ought to be collected and recorded from all locations at the end of an event.
  - 6.5.4. The Treasurer should review the summary sheets or the amount of tickets sold to ensure that these tally with the final figure of cash received.
- 6.6. Handling of donations
  - 6.6.1. All monetary donations should be forwarded to the Treasurer of Newcastle Community Centre.
  - 6.6.2. The following process should be followed for cash donations:
    - 6.6.2.1. Cash received ought to be collected, counted and recorded by two individuals.
    - 6.6.2.2. Wherever possible, cash ought to be banked immediately.
    - 6.6.2.3. Cash not banked immediately must be placed in a sealed container in a secure place. Cash ought never to be left unattended or in an unattended environment.
  - 6.6.3. The following processes should be used for cheque donations:
    - 6.6.3.1. Donors ought to be encouraged to send cheques made payable to Newcastle Community Centre, not to a named individual.
  - 6.6.4. Income summaries ought to be made at the point of counting for reconciliation with banking details later.
  - 6.6.5. Where appropriate, records must be made of donations for specific purposes to ensure donors' wishes are met.
  - 6.6.6. Individual donation will be acknowledged by sending a notice of appreciation.
- 6.7. Gifts In-kind
  - 6.7.1. 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 Centre.
  - 6.7.2. Such gifts are reviewed with care by the Board to ensure that acceptance will not involve financial commitments in excess of budgeted items or commit the Centre to other obligations disproportionate to the usefulness of the gift.
- 6.8. Reporting
  - 6.8.1. The organisation will record and publish in the Annual Report and 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.
  - 6.8.2. 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).

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### 6.9. Complaints Procedure

- 6.9.1. A funder or donor has the right to complain using Newcastle Community Centre complaint policy.

### **Review**

This policy will be reviewed in three years or sooner if circumstances change.

Signed:  
Chairperson

Signed  
Secretary

Date

Date

Signed version of policy kept in Newcastle Community Centre