

**Salford Foundation Limited**

## **Fundraising Policy**

### **1. Scope**

This policy aims to cover fundraising activities and events organised by or held on behalf of Salford Foundation which is carried out by Fundraisers including partners, staff, volunteers or members of the public.

### **2. Legislation and Guidance**

All fundraising activities and events conducted on behalf of Salford Foundation must comply with the Institute of Fundraising Code of Practice, Charity Commission guidance and relevant legislation and subsequent amendments including but not limited to:

- Charities Act 2006
- Licensing Act 2003
- Gambling Act 2005
- Equality Act 2010
- Data Protection Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999.

### **3. Health and Safety**

Fundraisers are responsible for organising, supervising or hosting any fundraising activity and for their own participation in any such activity. Fundraisers are responsible for ensuring that the activity does not pose a danger to themselves or others. Fundraisers must consult a doctor before engaging in any activity if they have a medical condition or any concerns about their health. If Fundraisers experience any health issues while undertaking any activity, they must stop and consult with a medical professional immediately. Salford Foundation is not responsible for any health problems that may result from any activity. Fundraisers agree that if they participate in any activity, that they do so at their own risk and that they are voluntarily participating in the activity. Salford Foundation does not accept responsibility or liability for any loss or damage, or for any death or personal injury, arising out of any fundraising activity including liability as a result of negligence.

### **4. Licences and consents**

Any images or photos used to promote fundraising activities and events must be licence free and not infringe any copyright or trademarks. Fundraisers should ensure that the necessary consents are in place for any images or photos and seek further advice and guidance if in doubt. This includes obtaining the consent from a parent or guardian for any young person under the age of 16 participating in a fundraising activity.

### **5. Insurances**

Some fundraising activities may have an element of risk and/or cause potential harm to participants or members of the public. Fundraisers should check prior to any fundraising activity taking place that the relevant insurances are in place to cover the proposed activity including: Employers

Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance; Motor Vehicle MOT & Insurance and other relevant insurances.

## **6. Risk Assessment**

The individual organising a fundraising activity or event must carry out a risk assessment prior to any fundraising event taking place. This should help to identify potential hazards and mitigating factors. The risk assessment must be checked and authorised by the event organiser manager or by Salford Foundation fundraising staff where this is a partnership fundraising activity.

## **7. Fundraising enquiries**

All fundraising enquiries from potential partners, staff, volunteers or members of the public should be referred to [support@salfordfoundation.org.uk](mailto:support@salfordfoundation.org.uk) or via our website contact form at <https://www.salfordfoundation.org.uk/contact/>.

## **8. Fundraising costs & activities**

Fundraisers understand that they are responsible for organising all aspects of any fundraising activity and that they agree to comply with any instructions or guidance issued by Salford Foundation in relation to fundraising activities. Unless otherwise agreed, you will be responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising activity. For large fundraising events or activities, we may require a fundraising partnership agreement to clarify each party's role and responsibility. It is recommended that any group or organisation wishing to fundraise on behalf of Salford Foundation should contact the Fundraising Team at [support@salfordfoundation.org.uk](mailto:support@salfordfoundation.org.uk) outlining their proposed activity.

## **9. Handling donations**

Funds raised for Salford Foundation belong to the charity and, once collected, must be paid over or transferred to the charity in a timely manner. The handling of donations must comply with the **Salford Foundation Cash Handling Policy**.

For all cash and cheque donations the following information should be recorded: Donor title, first name and surname, postal address including postcode, telephone and email address of the donor, type of payment e.g. cash or cheque. For all general donations, these must be recorded as an "unrestricted donation". If the donor indicates that the donation is for a specific purpose or activity, this must be recorded.

## **10. Acknowledgements**

Where consent is given for use of personal data, any staff member or volunteer accepting cash donations on behalf of Salford Foundation must provide the donor with a written receipt and must comply with the organisation's **Cash Handling Policy**. **If it is not possible to issue the receipt immediately, this must be done within 10 working days.**

Anyone accepting donations of funds or gifts in kind in person on behalf of Salford Foundation must verbally thank the donor on behalf of the charity. All donations and funds raised either in cash or electronically must be recorded accurately on Donorfy, the charity's fundraising database.

All donations must be acknowledged and thanked according to the donors preferred communication and within 10 working days of receipt of funds, unless the individual or organisation has expressly asked not to be contacted in future.

#### **11. Gift Aid Declaration**

In the case of cash or electronic donations being made by individuals who are UK tax payers, a Gift Aid declaration should be obtained. For every £1 donated, Salford Foundation can claim 25p extra. If the Gift Aid declaration has not been made, this should be sent out electronically or in hard copy by the Fundraising Team at the same time as the thank you letter.

#### **12. Corporate Donations & Sponsorship**

All donations made by corporate partners should be formally acknowledged and appropriate use of corporate logos, publicity and media coverage agreed and signed off by the authorised representative for the corporate partner. Any corporate sponsorship opportunities must be discussed and agreed with the Business Support Team in advance as these may be classed as "business services" and incur VAT.

#### **13. Grant Applications**

Salford Foundation fundraising staff only and no other staff members or volunteers are authorised to apply for funding or grants on behalf of Salford Foundation to companies, grant-making trusts and foundations, philanthropic groups, statutory or public bodies.

#### **14. Branding & Publicity**

All fundraising activities undertaken on behalf of Salford Foundation must comply with branding guidelines, include the charity's logo and charity registration number 1002482.

#### **15. House & Street Collections**

Salford Foundation does not engage in house-to-house collections, street fundraising commonly known as 'chugging' or telephone fundraising with 3<sup>rd</sup> party agencies. If you have been approached or contacted by someone claiming to fundraise in this way for Salford Foundation, please contact us at [support@salfordfoundation.org.uk](mailto:support@salfordfoundation.org.uk).

#### **16. Environmental Sustainability**

Salford Foundation aims to minimise its impact on the environment and not to engage in any fundraising activity which potentially has harmful effects to wildlife and the environment. Fundraisers should therefore assess the impact on the environment of any fundraising event or activity before taking part.

#### **17. Fundraising Complaints**

Anyone wishing to make a complaint regarding fundraising in connection with Salford Foundation should refer to Salford Foundation's Compliments and Complaints Policy by writing to The Fundraising Team, Salford Foundation, 3 Jo Street, Salford, M5 4BD who will, investigate and respond to your complaint.

## **18. Enforcement**

Failure to comply with this policy by staff or volunteers may result in disciplinary action being taken. Where there is suspected fraud, further legal investigation and criminal proceedings may be made against the relevant individual or organisation.