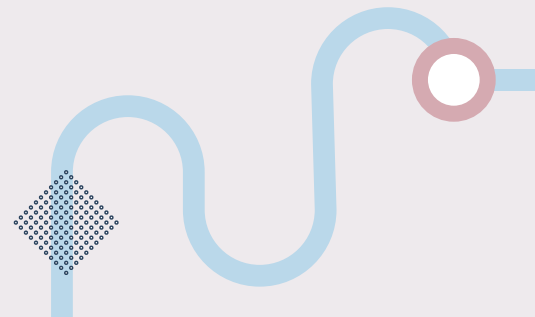


Fundraising Policy



Centre Name	
Centre Address	

Policy Name	Fundraising Policy
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

POLICY HISTORY

Version Number	Approved by	Revision Date	Author

DOCUMENT CONTROL

Document Ref		Title	Fundraising Policy
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

You can fill this out on a screen using Adobe Reader [Download Here](#) or by printing.



Fundraising Policy

Enter Centre Name Here

OVERVIEW

This policy covers funding/grant applications, fundraising activities, and events on behalf of _____ by staff, Board of Management or volunteers of the centre. It will ensure accountability and transparency of all financial transactions.

BENEFIT

The major benefits of receiving funds from funding applications/donations/fundraising are:

- To increase the revenue streams to start up new classes/initiatives.
- To fund specific projects or purchases, such as much needed equipment, employ specialist staff, or conduct research etc
- To gain support by creating strong links with local funders e.g., businesses in the area, public bodies, other agencies etc

ACTION

Funding Applications:

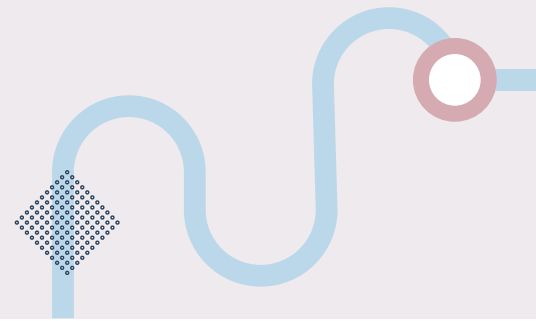
- Staff members, other than the centre management team, are not authorised to apply for funding or grants to companies, grant-making trusts, public bodies etc. Volunteers wishing to contact companies or philanthropic groups for support in name of _____, should contact the centre manager in writing before doing so and await written authorisation from the centre Board of Management to proceed.
- The centre manager must report to the centre Board of Management all funding applications made and must clarify if approved where the grant will be spent.

Fundraising

- Anyone wishing to fundraise for of _____ must first register their proposed activity in writing with the centre manager and board approval is needed before any activity can take place.
- All fundraising events for of _____ held in the centre must have prior approval of the event plan by the centres Health and Safety advisors. (See event policy)
- The centres insurance company must also be notified of any fundraising event held in the centre for of _____.



Fundraising Policy



Handling of Funds

- Funds raised for of _____, once collected must be paid over to the centre in a timely manner. The handling of donations and fundraised monies must comply with the centre's finance policy.
- All funds raised or donations received by of _____, including donations/monies received by approved funding applications passed directly to service must be reported to the centre Board of Management.
- All donations/monies from funding applications approved and funds raised must be recorded on the bottom of monthly lodgement sheet. Please note this must be labelled as fundraising/donation and not room income.
- All funders must be thanked in writing by centre manager/Board of Management without delay once funds are received.

Unauthorised Activities

- Anyone fundraising in aid of _____ who has not first registered their activity as outlined above will be deemed to be acting independently of _____, as such, the of takes no responsibility for their actions.
- It is the policy of _____ not to engage in house-to-house collections

Query/Feedback/Complaint in relation to of _____ fundraising.

- Please contact:

Community Centre Manager	
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Email	
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Record Retention

- Records related to this policy shall be retained in-line with the company's Data Protection policy.

