



Title of policy:	Fundraising policy
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Date of this version	December 2022
Version	1.0
Owned by	CEO
Approved by/date:	Board of Trustees
Date of next review:	December 2025 [3 years from approval]

Related policies, procedures and guidance:

- Anti-Corruption & Bribery
- Complaints
- Data Protection, Confidentiality

This is a discretionary policy, which does not form part of a contract of employment. The Board of Trustees of Carers in Bedfordshire may vary or amend the policy as it deems necessary.

The term staff is used in this document as a generic statement to refer to any person working for Carers in Bedfordshire in any capacity and includes volunteers, part time staff, Board members, sessional/ temporary workers and placement students.

Policy statement

Carers in Bedfordshire is committed to its charitable purpose and its fundraising activities will always be aligned with those charitable goals. We are members of the fundraising regulator and will follow their Code of Fundraising Practice including its four values; to be legal, open, honest and respectful.

This policy covers the issues associated with our fundraising activities. It applies to Carers in Bedfordshire staff and volunteers involved in fundraising, who have a responsibility to thoroughly understand those issues and comply with the Code and the guidelines referred to in this policy.

In soliciting donations from individuals or organisations, Carers in Bedfordshire will act with integrity and honesty, without applying undue influence or pressure on those from whom we are requesting funds. We will not mislead or knowingly give false information and we

will maintain our independence. We will carefully manage fundraising costs, to ensure that they are proportionate and justified in relation to the benefits the charity derives from those fundraising activities.

Restrictions and Reporting

Carers in Bedfordshire will comply with and respect the rights of our donors to clear, truthful information on the work of our charity. We will openly report on how we use donated funds. If supporters wish to make donations to specific areas of Carers in Bedfordshire's work (e.g. young carers), they may make a restricted donation by providing written instructions to this effect. 'We will respect such requests when possible. If meeting the request is not feasible, we would discuss alternative options with the donor.' We will manage donors' information responsibly, respecting their privacy and contact preferences. We will respond promptly to requests to cease contact and to any complaints, acting as best we can to address their causes.

Refusing Donations

We will not allow donors or corporate partners to adversely affect our reputation, independence or unduly influence our charitable activities where this would not be in the best interests of the carers we support. Specifically, we will not accept donations made by donors whose activities appear to be in direct conflict with the best interests of carers, nor undertake business with companies or individuals who participate in activities which could, by association, cause detriment to our charity's reputation. Responsibility for making a judgment on whether Carers in Bedfordshire should refuse a donation lays primarily with the Chief Executive Officer.

Roles

The board will approve the strategy for fundraising, based on advice and recommendations from the CEO and Leads. The CEO will be responsible for its implementation.