



**Helping people with locked-in syndrome to live
their best possible lives**

Charitable Donations & Fundraising Policy

Status:	Active
Date of version:	21/10/2020
Responsibility for policy:	Board of Trustees
Responsibility for implementation:	Board of Trustees
Responsibility for review:	Chair of Board of Trustees
Date for review:	05/04/2021

1. Introduction

1.1 This policy has been developed as a guide on how the Locked-in Trust as a charity registered in England and Wales 1190995 makes decisions on accepting and refusing charitable donations – setting out the criteria and factors on which these decisions will be based.

1.2 Its key purpose is to ensure that the reputation of our supporters (donors) and the Locked-in Trust are protected from any real or perceived impropriety in the relationship that is established through the offer and receipt of a charitable donation.

1.3 In addition, this document highlights our commitment to carrying out fundraising that is legal, open, honest and respectful as set out by the Code of Fundraising Practice as published by the Fundraising Regulator and the Institute of Fundraisings (IoF) Treating Donors Fairly guidance.

2. Scope

2.1 The policy applies to all on the Board of Trustees, volunteers and staff. For the avoidance of doubt, charitable donations and philanthropic gifts are distinguished from funds received through public sources for example, UK Government.

2.3 Grants solicited from and received by charitable foundations operating within the UK are also exempt from this policy as long as such support does not contravene the acceptance and refusal criteria as defined at section four.

2.4 Charitable donations include, but are not exclusively limited to cash, cheques, property, shares, bonds, legacy gifts, tangible personal property (gifts in-kind), corporate sponsorships and gifts from charitable foundations and peer to peer fundraising activities.

3. Acceptance and Refusal Criteria – Guiding Principles

3.1 As highlighted within section one, this policy has been developed to ensure that both our supporters (donors) and the Locked-in Trust are protected through the relationship that is established through the offer and receipt of charitable donations.

3.2 All charitable donations being offered to the Locked-in Trust will be recorded appropriately and any donation that could potentially cause concern or raise questions as to why it has been accepted or refused will be referred to the Board of Trustees who will make a final recommendation. In the instance of a donation not being accepted this will be communicated to the donor within five working days of the Board of Trustees' decision.

3.3 In order to establish whether it would be in the best interests of the Locked-in Trust to accept or refuse a charitable donation the following criteria will be taken into consideration:

- Does the donation contribute towards the charitable outcomes of the Locked-in Trust?
- Can the Locked-in Trust successfully deliver the agreed activity and advance its mission under the conditions relating to the donation, such as schedule of payments, required co-funding if any, reporting requirements and other legal aspects of the contract?
- Are the supporter's (donor's) objectives or activities incompatible with the vision, mission and values of the Locked-in Trust?
- In accepting the donation, is there a risk of causing significant damage to the integrity, public image or professional reputation of the Locked-in Trust?
- Could the timing of a donation be construed as having influenced (for example) an outcome or procurement process?

The Locked-in Trust will, therefore, not accept charitable donations in the following circumstances:

- Was known to be associated with criminal sources/illegal activity/corruption;
- Would help further the donor's personal objectives, which conflict with those of the Locked-in Trust;
- Would impact adversely on the Locked-in Trust's reputation and conflict with its mission and charitable status;
- Has the potential to damage and/or risk relationships with other supporters/donors and our stakeholders;
- Incur or is likely to incur on-going costs that cannot be met or demonstrated to be met from existing resources.

3.4 It should also be noted that the Locked-in Trust recognises that perceptions of what is acceptable and factors affecting reputations may change over time. In the acceptance of charitable donations, the Locked-in Trust will act in good faith according to the standards prevailing at the time of receipt.

3.5 All anonymous donations of £25,000 or more will be reported to The Charity Commission as a serious incident (in line with current Charity Commission guidelines).

4. Donation or Gift processing

4.1 All donations or gifts must be conveyed to the Board of Trustees at the earliest possible opportunity accompanied by all original correspondence pertaining to the donation or gift, which will be filed by the Treasurer. A receipt of donation form should also be completed with the donor, including their full name and contact details, and address.

4.2 A 'Receipt of Donation' sheet will be completed by the Board of Trustees and the following information must be included on the sheet:

- The donor's name and complete address must be provided. If the gift is from other than an individual i.e. corporation, organisation, charitable trust, etc. a contact name and job title should be reported in addition to that of the company;
 - Email address (where available) and telephone number of the donor;
 - Date of gift received;
 - Other special instructions i.e. is this a specified or unspecified donation;
 - Does the donor require notification of when the donation was spent or what it was spent on?
 - Upon receipt of a unique donation (i.e. restricted (for a specific purpose) or unrestricted (for any charitable purpose) donation) the Board of Trustees will record the donation and send acknowledgement of receipt to the donor.

4.3 Handling of Cash Donations

The Locked-in Trust Age will adhere to the following good practice when handling cash donations resulting from face-to-face activities:

- Cash must be collected, counted and recorded by two unrelated individuals and counted in a secure environment, wherever possible. (Collection boxes must only be examined and opened by two unrelated individuals);
- Unsecured cash must never be left unattended or in an unattended environment;
- Cash must be banked as soon as is practicable;
- Cash not banked immediately must be placed in a safe or other secure location;
- At the earliest possible date, reconciliation must be made between cash banked and income summaries. Where practical, this must be undertaken by a person independent of the counting and cashing up of the money.

5. Vulnerable people

5.1 When responding to a supporter or member of the public in vulnerable circumstances, the Board of Trustees must take all necessary steps to understand if the supporter is able to make an informed decision about donating to Locked-in Trust and respond appropriately. If a supporter is deemed unable to make an informed decision the Board of Trustees must not accept the donation.

5.2 Locked-in Trust will ensure two members on the Board of Trustees are present when receiving a donation from a vulnerable donor e.g. with illnesses or conditions which affect their judgement.

6. Acceptable fundraising activities

6.1 Before fundraising activity can be initiated approval must be sought from the Locked-in Trust Board of Trustees, including peer to peer activities.

6.2 All fundraising by means of lotteries, e.g. raffles, etc. must comply with the required licensing arrangements

7. Complaints – Fundraising

7.1 The Locked-in Trust will respond to all complaints from sponsors and members of the public in a timely, respectful, open and honest way in line with the Locked-in Trust Complaints Policy.

8. Monitoring and Review

8.1 This policy will be monitored and, if need be, updates on an annual basis by the Board of Trustees. The policy will be fully reviewed every two years or more frequently should legislative requirements change.

