GASP Motor Project

Hands on learning that helps drive change

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# Ethical Fundraising Policy

**Approved by the Board of Trustees**

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This ethical fundraising policy sets out how GASP manages the ethical issues and social responsibility within fundraising.

Specifically GASP will, at all times, be open, honest, fair and to operate in a legal way that meets not only the law, but also fundraising regulation and best practice, including the Code of Fundraising Practice.

Responsibility for Fundraising lies with the Chief Executive Officer. Everyone who is involved in fundraising has a responsibility to be aware of and comply with the ethical issues and procedures in this policy.

## Charity Commission Fundraising Regulations - Trustees

The trustees are aware of and will comply with Charity Commission guidance CC3a, regarding trustees responsibilities, particularly in relation to always acting in the charity's best interests and managing any conflicts of interest.

The trustees are also aware of and follow the 6 principles in Charity Commission 20 (Charity Fundraising: a guide to trustees duties).

GASP will always be honest about what we can achieve when asking for funds, submit realistic budgets, use the funds for the purpose intended and ensure that we provide any reports required, on time.

All bids and proposals will be approved by the CEO with respect to the costings used and the contractual conditions being signed up to. For prices in excess of £20,000 the Treasurer must also give approval and beyond £50, 000 the Treasurer and Chair.

We will ensure that everyone is aware of and consistently complies with the regulatory guidance on fundraising behaviours and respond promptly and effectively to any fundraising complaints.

## Charity Supporters And Donors

Supporters have a right to expect us to provide clear, truthful information on our work, including reporting on how we spend the funding we are given and managing donors' information responsibly.

We will comply with the guidance issued by the Charity Regulators and UK law, including in respect of openness and honesty with our supporters and members of the public.

We will respect the privacy and contact preferences of our donors. We will respond promptly to requests to cease contacts or complaints and act to address their causes.

## Protecting Vulnerable Donors

In communicating with potential or existing donors we will be mindful of indicators that may suggest an individual may be vulnerable.

GASP does not engage in high-risk fundraising such as cold-calling or street collections.

## Protecting And Respecting Charity Beneficiaries

How we represent our beneficiaries, in our communications, is always respectful of them and portrays them in the way they would wish to be seen. We will only use personal information and images with prior written consent from the school/referring organisation.

## Protecting & Respecting Staff And Volunteers

GASP has a zero tolerance for abuse, including discrimination, bullying and sexual harassment, not only for fundraising staff and volunteers, but for anyone who is involved with our charity. We will maintain a culture of respect and equality, will ensure that there are processes to raise concerns that everyone is aware of and is confident to use and we will deal with any allegations of abuse promptly and sensitively.

## Fundraising Due Diligence

We will undertake reasonable due diligence of donors, to ensure they don't hold views or are involved in activities that might be incompatible with our role and damage our reputation. In terms of donations, we will ensure that any gift is safe to accept and, doing so, would be in the best interests of your charity. We will also consider issues, such suspicious donations, or managing large anonymous gifts, or those from vulnerable individuals.

## Refusals & Acceptance of Donations

We abide by the law which requires us, in deciding whether to accept or refuse a donation, to consider which action is in the charity's best overall interest. Any concerns are referred to, and reviewed by, the Board of Trustees.

## Fundraising Commercial Partners

Any commercial partnership will be approved by the GASP Board of Trustees.

We will not partner with any organisation that produces goods/services or acts in a way that is contrary to our charitable objects, or values.

We are aware of and comply with the Charity Commission RS2 – Charities and Commercial Partners. We will ensure that any commercial agreement represents a fair deal for the charity and.

- Clearly establishes what we expect to gain from it, prior to entering into an agreement.
- Set up appropriate systems to monitor and review the partnership.
- Take appropriate steps to identify and manage any risks.
- Ensure from the outset that the expectations of both the charity and the company have been agreed and.
- Can be managed effectively and appropriately.

We will disclose any commercial partnerships in our Annual Report.

## Restricted Donations

If supporters wish their donation(s) to be used in a specific way, or for a specific purpose, they may make a restricted donation by providing written instructions with their donation. We will always respect this.