



Chance UK Fundraising Policy and Procedures

About This Policy

Chance UK is a London-based charity with over 25 years of experience working with children who have faced trauma in their childhood. As a registered charity, we rely on donations and partnerships to achieve our mission. This policy outlines the principles and guidelines for our fundraising activities. We are dedicated to conducting fundraising activities in adherence to the highest ethical standards and relevant laws and regulations, including but not limited to the Charity Commission's guidance, the Fundraising Regulator's Code of Fundraising Practice, Institute of Fundraising's Treating Donors Fairly guidance and data protection regulations. We reject any practices that exploit donors, mislead the public, or compromise our integrity. Our interactions with donors and the public are marked by respect, honesty, and transparency.

This policy plays a pivotal role in empowering our staff and volunteers to solicit donations that align with our charitable purpose and uphold the highest ethical standards. By enforcing clarity and transparency, we proactively mitigate the potential risks arising from collaborations or fundraising efforts involving individuals or external organisations that may pose legal, financial, or reputational damage.

Chance UK maintains a separate Donation Acceptance Policy that outlines the criteria and guidelines for accepting various types of donations.

Responsibility for this Policy

The Trustees have the ultimate responsibility for ensuring fundraising compliance at Chance UK. They delegate the operational management of fundraising to the CEO and Senior Management Team. The Director of Fundraising and External Affairs acts as Chance UK's Fundraising Compliance Officer, overseeing adherence to this policy.

This policy applies to all individuals associated with Chance UK, including staff, trustees, volunteer interns, paid consultants, and anyone else acting on our behalf. All individuals must implement this policy and be familiar with the Code of Fundraising Practice and the Institute of Fundraising's Treating Donors Fairly guidance. Various roles, including the CEO,

Director of Fundraising and External Affairs, Fundraising Managers, and others, have specific responsibilities related to fundraising.

Legal Requirements

This policy does not supersede legal obligations or official guidance from regulatory bodies but rather complements them. It covers all fundraising efforts undertaken by Chance UK staff, volunteers, and supporters. This policy complies with various legal requirements and regulatory codes, including the Charities (Protection and Social Investment) Act 2016, Charities Act 2006, Data Protection Act 2018, General Data Protection Regulation (GDPR), and others.

Fundraising Activities

Participation in fundraising activities is voluntary and must not be imposed on individuals. Special consideration should be given to donations involving vulnerable donors. Staff must ensure that supporters can make informed decisions about donating and refrain from accepting donations if individuals are deemed unable to do so.

Chance UK employs a diverse range of fundraising strategies to secure financial support, including, but not limited to, the following:

- Individual Donations: Soliciting contributions from individuals who support our cause and mission.
- Corporate Partnerships: Establishing mutually beneficial partnerships with businesses and corporations.
- Charitable Foundations: Pursuing funding opportunities from charitable trusts and foundations.
- Grant Contracts: Applying for grants from various sources, including foundations, government agencies, and other funding granters.
- Events and Campaigns: Organising fundraising events and campaigns to engage supporters and attract donations.
- Legacy Giving: Encouraging planned giving and bequests from supporters who wish to leave a lasting impact.
- Gift-in-Kinds: Receiving assets or goods with financial value, such as office equipment, furniture, or clothing, which support our cause.

Fundraising Principles

At Chance UK, we carefully assess all donations and gifts to ensure their alignment with our charitable aims and objectives. We maintain a stringent policy and reserve the right to decline funding from any funder, which Chance UK in its sole discretion determines that it could damage our reputation or contradict our values. We avoid working with organisations or individuals directly engaged in any of the following:

- May impede or conflict with the mission of Chance UK.

may harm children and families for example, those that cause significant harm to people or the environment harm this could involve alcohol, tobacco or nicotine alternatives or generates/creates/produces images and content that could harm children.

Donation Refusals

Due diligence, appropriate for the donation's size and nature, is conducted on potential partners' financial and reputational matters before accepting their contributions. In cases where the assessment has an unclear outcome about the potential partnership, the information collected should be presented to the CEO of Chance UK, and in some cases with the Board for a decision to be made.

Supporters who wish to make a donation to a specific area of Chance UK's work can do so by providing written instruction with their donation. We always respect these specified donations. If, for any reason, Chance UK cannot accept the request for the specified donation, and the donor does not wish the donation to be used in any other way, we will promptly refund the donation.

All anonymous donations of £25,000 or more will be reported to The Charity Commission as a serious incident, following the current Charity Commission guidelines. Chance UK will adhere to its guidance on the handling of such donations.

Gift Processing

- **Individual Donations**

Chance UK is grateful for every donation received. All donations or gifts from individuals should be conveyed to the Director(s) of Finance and Fundraising and External Affairs and the Finance Officer at the earliest opportunity, accompanied by all original correspondence related to the donation or gift. Upon receipt, all donations will be processed through the CRM system, maintained by the relevant Fundraising Manager.

- **Legacies**

The Head of Finance handles all legal contacts regarding legacies. If managers are contacted by potential legators, they will refer the conversation to the Director of Finance and Resources.

The relevant Fundraising Managers and the Director of Fundraising and External Affairs will be notified of potential legacies, and legal advice will be sought if required around the will/bequest. When legacy money is received, the Fundraising Managers will handle all administrative arrangements, including correspondence with solicitors or family to acknowledge receipt of the funds. The Fundraising Managers will also determine if any publication of the bequest is appropriate.

All new legacies will be communicated to the CEO, both when notified and when received. All legacies will be subject to the submission of an expenditure plan to ensure the terms of the bequest can be met within a reasonable time. Chance UK will encourage general legacies but will always adhere to the strict wishes of the legator.

- **Charitable Trusts and Corporates**

There may be occasions when the Charity will solicit funds or receive funding from other grant-making organisations, including corporate companies, trusts and foundations as well as statutory foundations in order to support its charitable activities.

If it's agreed that Chance UK will partner with a grant-making organisation, then a Partnership agreement will be established to outline the terms under which Chance UK will manage the grant (either restricted or unrestricted) and relevant activities associated with the grant, including how it will work with the organisation in communicating Chance UK's impact.

- **Gifts in Kind**

A gift in kind is described as an asset that has a financial value and examples include, but are not limited to, office equipment, furniture, and clothing. The Director of Fundraising and External Affairs or their team is to be notified of the offer of gifts in kind. Chance UK will keep a record of any gifts in kind received.

Any donation received by a Director, employee or volunteer of Chance UK, should be presented, as soon as possible, to the Fundraising Team. Chance UK recognises that on occasion staff and volunteers may receive on occasion a small gift from donors or third party agencies or consultants as a recognition of work done. However such gifts should be declared on the Gift Register. Examples of this include, but are not limited to, a bouquet of flowers, a box of chocolates from recruitment companies or merchandise from a company partner etc or birthday gift from a donor.

- **Fundraising involving children**

Chance UK will ensure that all fundraising involving schools and children, whether as fundraisers or donors, adhere to the highest standards and safeguard. Chance UK will ensure that all staff involved understand their responsibility concerning activity organisers, participating children, and the parents or guardians.

Donor Research

We respect your privacy and are committed to protecting your personal data and being transparent about how we collect and use your data. We will comply with any data protection legislation currently in force. Our Privacy Policy explains how we use any personal information that you provide or which is provided to us by third parties.

Research on donors and prospects is an intrinsic part of fundraising to assess the background of the supporter with the purpose of protecting the integrity and reputation of Chance UK. A research and due diligence profile will be developed to protect the integrity and reputation of Chance UK. This profile will be produced by a member of the Fundraising team and will be used to qualify a supporter in being eligible for a donation or partnership. If the donor or prospect does not qualify on the grounds of risking the organisation's integrity and reputation then the Director of Fundraising and External Affairs or relevant member of staff responsible for the potential relationship will communicate Chance UK's decision whether to accept the gift with the contact. Data surrounding individuals and companies associated with Charitable Funds will be stored confidentially and handled in compliance with data protection legislation.

Data Protection

Chance UK is committed to protecting the privacy and personal information of its donors. Donor data will be securely stored and used only for fundraising and communication purposes with the donor's explicit consent.

The privacy of donors will be respected through the following practice:

- Any donor records maintained by Chance UK will be kept confidential
- Donor data held will be in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 1998
- Donors have the right to see their own donor record, and to challenge its accuracy
- Information collected by Chance UK is not for sale or to be given away or disclosed to any third party without consent.
- Chance UK's Privacy Policy is available on its website
- Donors and prospective donors will be treated with respect, and after initial contact with Chance UK will honour any requests they make to the Charity
- Limit the frequency of solicitations
- Not be solicited by telephone or other technology, unless requested by the donor and recorded as part of their consent on the database
- Limit the amount or frequency of printed or online material that they are sent.

Donation Sharing with Other Organisations

Any information you give us will be kept confidential. We'll never pass on your details to a third party to use in the course of their own business activities.

Chance UK may receive donations or funding intended for use by multiple charities. Clear documentation will be in place to ensure transparent handling of shared donations.

Complaints

All complaints from donors and the public will be responded to promptly, respectfully, openly, and honestly, following Chance UK's Complaints Policy.