

GLENCREE CENTRE FOR PEACE & RECONCILIATION

FUNDRAISING POLICY

17 September 2021

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1. Purpose & Scope

The Glencree Centre for Peace and Reconciliation (Glencree) is a registered charity. From time to time, we fundraise from the public to seek financial support to realise our charitable and strategic objectives.

This policy states how Glencree will carry out all its public fundraising in an open, transparent, honest, respectful, and accountable manner. It stipulates how we will fundraise in a way that protects the reputation of Glencree and encourages public trust and confidence in our work. This includes following the law and recognised standards, protecting Glencree from undue risk and showing respect for beneficiaries, donors, and the public.

The policy is informed by a range of resources including the Charities' Regulator Guidelines for Charitable Organisations on Fundraising from the Public.

2. Legislation, Regulation and Relevant Guidance

Glencree undertakes to be mindful of all relevant legal requirements and conform fully to these, including - but not limited to - obligations under charity, labour, equality, health and safety and data protection law.

In regard to the latter, Glencree commits to conform to relevant guidance issued by the Data Protection Commissioner the Data Protection in the Charity and Voluntary Sector Guidelines as well as guidance relating to direct and inter-active marketing, including direct mail, email, telemarketing, digital and social media marketing, SMS text etc

Where, in the course of examining any matter, information comes into the possession of a Glencree Board or staff member, or any other person who has been duly appointed to carry out any of the functions of a Glencree Board member, that causes the person to form the opinion that there are reasonable grounds for believing that an offence under the Criminal Justice (Theft and Fraud Offences) Act 2001 has been or is being committed, immediate action must be taken and the person must notify their line manager and the CEO.

The CEO will expedite an internal investigation, and the findings will be objectively and clearly documented. The CEO will call for an extraordinary meeting of the Board and will undertake to obtain legal advice prior to or during the Board meeting for the purposes of examining the facts of the internal investigation. Should reasonable grounds exist to suspect an offence has been committed based on the facts supplied, the decision will be documented, and immediate action will be taken to report the suspected offence to an Garda Síochána, and based on their advice, notification to the Charities Regulator and any impacted parties.

3. Guiding Principles

<p>Respect</p>	<p>All fundraising will respect the rights and dignity of donors, beneficiaries, and the public.</p> <p>Fundraising activities will not be unreasonably persistent, intrusive or place undue pressure on people to donate. Should someone not wish to donate, or wish to cease donating, that decision will be respected.</p> <p>Glencree will represent its Programme participants in a respectful way in promotional activities of funded work.</p>
<p>Integrity and honesty</p>	<p>Glencree will conduct its fundraising in an honest and truthful manner. Fundraisers will act with integrity and not misrepresent the charity, its need for funds or how they will be applied.</p> <p>Questions about fundraising activities and fundraising costs will be answered honestly and in a timely manner.</p> <p>Information about the charity’s charitable purpose and activities will be made freely available.</p> <p>Charitable donations and gifts will be used for the purposes for which they were donated.</p>
<p>Transparency and Accountability</p>	<p>Glencree takes responsibility for its actions and will explain, clarify, and justify those actions.</p> <p>Glencree’s Board and management will explain and account to donors and the public for Glencree’s actions, while upholding our values with respect to confidentiality.</p> <p>Glencree will operate in an open, frank, and honest way and will ensure that our transactions, operations, information and communications are easily understood by donors and the public alike.</p> <p>Glencree will clearly identify its donors and inform the public about the cause for which the fundraising is occurring and how donations are used. Where donors wish to remain anonymous, Glencree respects the wishes of their donors.</p>

4. Roles & Responsibilities

Accountability for adherence to this policy and associated procedures rests with the Board of the Glencree Centre for Peace and Reconciliation. Through delegated authority from the Board, Glencree's senior management and staff, volunteers, and any professional fundraisers, acting on Glencree's behalf, are required to comply with and implement this policy.

Glencree's Board and CEO will ensure that:

- any delegation is clearly documented (for example in staff job descriptions, volunteers' role descriptions and committees' terms of reference), understood and implemented
- there are checks in place to ensure that the delegated authority is exercised properly
- clear reporting procedures are in place, which include guidance on any particular matters that are to be reported to the Board
- procedures are in place to enable donors, potential donors, and the public to notify the charity of their questions, comments or complaints related to fundraising and systems are in place to ensure that all feedback, in particular any complaint, is responded to and addressed within a specified time frame. Glencree's complaints policy applies in this matter <https://www.glencree.ie/wp-content/uploads/2020/12/Complaints-Policy.pdf>
- fundraising strategy and operations are reviewed and audited on a regular basis

5. Donor Charter

Glencree undertakes that donors will:

- a) Be informed of Glencree's mission, and of the way we intend to use donated resource
- b) Be informed of the identity of those serving on Glencree's Board, and that the Board will exercise prudent judgement in its stewardship responsibilities
- c) Have access to Glencree's most recent financial statements
- d) Be assured that donor funds will be used for the purposes for which they were given

- e) Receive appropriate acknowledgement, recognition and publicity for donation if/as required and to have donor anonymity respected if requested
- f) Be kept informed of the impact of donated funds
- g) Be assured that information about their donation is handled with respect and with confidentiality, as advised by the donor and to the extent provided by law
- h) Expect that all relationships with individuals representing Glencree will be dealt with professionally
- i) Be informed whether those seeking donations are volunteers, employees of Glencree or hired third party agents
- j) Have easily available the agreed procedures for making and responding to complaints
- k) Have their personal data handled and stored in line with the principles of GDPR while adhering to Glencree's Data Protection Policy (e.g., have the opportunity for any names to be deleted from mailing lists or have the option to opt in/out in sharing data in the mailing lists with third parties)
- l) Receive prompt, truthful, and forthright answers to questions you might have of Glencree Peace and Reconciliation Centre
- m) Have the right to make a complaint in the event of a perceived or alleged breach of this charter <http://www.glencree.ie/wp-content/uploads/2020/12/Complaints-Policy.pdf>
- n) In the event of an individual considering that their complaint was handled unfairly, Glencree will advise of that individual's right to raise a concern with the Charities' Regulator.

Glencree will endeavour to ensure that the activities of the donor are compatible with Glencree's charitable objectives and to ensure that acceptance of a donation is not likely have a detrimental effect on the Glencree's image or reputation.

Such endeavours will automatically exclude consideration of donations from industry and companies involved in the arms trade or any illegal activity.

Where events are organised in Glencree's name but are not known to Glencree until after the fact, Glencree will work with the fundraiser concerned to ensure that the fundraiser is

aware of the standards expected so that the fundraiser can ensure any future events held meet those standards.

Glencree will communicate this Donor's Charter [or full fundraising policy?] to all fundraisers, whether voluntary, paid, or third-party agents.

Within 12 months of this policy being agreed by Glencree's Board, it will develop and agree a process to develop criteria for decision-making on ethical donations. These criteria will become part of this Donor Charter, be published on Glencree's website and staff and management will implement it as an operating procedure within Glencree.

6. Third Party Fundraising

Board members should be assured that any donations sought indirectly, such as through third party agents, are solicited and received in full conformity with the law, Glencree's own fundraising policies and procedures and the Charities Regulator's Guidelines on Fundraising from the Public.

Fundraising by third party agents should be the subject of a written contract, specifying the cost of the fundraising, including the percentage of each charitable donation that will go to the charitable purpose.

Donors have a right to expect that their gift is being used solely for Glencree's charitable purposes.

Glencree will not enter into any agreement that delivers more private benefit to third party fundraisers than it does to Glencree's charitable work.

Glencree will develop and implement checks relating to the suitability and credentials of fundraisers to raise funds on its behalf.

All public collections undertaken by Glencree will have a Garda permit, or where no permit is required, permission from the relevant local or other authority will be sought.

Glencree will ensure safeguards are in place to ensure that, to the fullest extent possible, caution is exercised when soliciting from people who may be considered a third party.

7. Financial Transparency and Accountability

Glencree's Internal Financial Controls Policy will be followed with regard to the financial administration and oversight of cash, donations and other funds raised from the public. In addition, the Glencree financial accounts will be audited and verified, on an annual basis, during the independent accountant's audit.

The Glencree Board will receive a full financial account of each individual fundraising event. This includes the gross amount of funds raised, the associated fundraising costs and to which charitable purpose or charitable fund the proceeds of the event have been allocated. This information will be included in the Glencree Annual Report.

8. Complaints

Glencree's complaints policy may be invoked in the event of any complaints regarding the conduct of Glencree's fundraising from the public. <http://www.glencree.ie/wp-content/uploads/2020/12/Complaints-Policy.pdf>

Document	Fundraising Policy
Version	1.0
Date created	2021
Owner	CEO
Author(s)	Governance Committee
Governance Committee Approval	12 Feb 2021
Board approval	17 th September 2021
Next Review Date	2023