



CHILDREN'S CANCER RESEARCH FUND

**Friends of Rosie Children's Cancer Research Fund  
Donations and Sponsorship Policy**

MAY 2022

**Charity Registration Number: 1046278**  
**<https://www.friendsofrosie.co.uk/>**

## Introduction

All charities are required to ensure that they solicit, accept, refuse or return charitable donations in line with the guidance set out by the Fundraising Regulator. Trustees and Executive staff responsible for soliciting and / or receiving donations or sponsorship should read the Institute of Fundraising's Guide to Accepting, Refusing and Returning Donations and the Fundraising Regulator's Code of Fundraising Practice. The latest versions can be accessed through the following links:

<https://ciof.org.uk/events-and-training/resources/acceptance,-refusal-and-return-a-practical-guide-t>

<https://www.fundraisingregulator.org.uk/code>

The purpose of this policy is to set out the principles by which Friends of Rosie (FoR) will pursue and accept donations and also to demonstrate a commitment to ethical practices in relation to donors, so as to ensure openness, transparency and respect.

This policy covers four areas of activity:

- Fundraising Practices
- Acceptance of Gifts
- Donors' Rights
- Financial Accountability

## Fundraising Practices

1. The Trustees of FoR will be responsible for agreeing the fundraising strategy.
2. Fundraising solicitations on behalf of FoR will:
  - be truthful
  - accurately describe the intended use of donated funds
  - respect the dignity and privacy of those who benefit from FoR's activities.
3. Trustees, volunteers, employees and hired solicitors who solicit or receive funds on behalf of FoR shall:
  - adhere to the provisions of this policy
  - act with fairness, integrity, and in accordance with all applicable laws
  - adhere to the provisions of applicable professional codes of ethics, standards of practice, etc.
  - cease solicitation of a prospective donor who identifies solicitation as harassment or undue pressure
  - disclose immediately to the Trustees any actual or apparent conflict of interest; and
  - not accept donations for purposes that are inconsistent with FoR's charitable objectives or mission.
4. Paid fundraisers, whether staff or consultants, will be compensated by a salary, retainer or fee, and will not be paid finders' fees, commissions or other payments based on either the number of gifts received, or the value of funds raised.
5. FoR will not sell or exchange its donor list.
6. The Trustees will be informed at least annually of the number, type and disposition of complaints received from donors or prospective donors about matters that are addressed in this policy.

## Acceptance of gifts

1. The ultimate responsibility to accept or decline a donation resides with the Trustees.
2. Donations or contributions over £10,000 in value shall be referred to the Chair of Trustees, who in consultation with other Trustees as appropriate, will accept or decline the donation.
3. There is an obligation for FoR to undertake a degree of due diligence when approaching potential donors or accepting donations, particularly for gifts in excess of £10,000.
4. Reasons for declining gifts. FoR will only decline a donation if it is felt by the Trustees that the gift:
  - Is inimical to the objectives of FoR, its agreed policies or its beneficiaries
  - Would lead to a demonstrable net decline in the assets of FoR
  - Would create an unacceptable conflict of interest for FoR
  - Consists of goods, property or services which FoR cannot lawfully use, convert, sell or exchange in direct support of its charitable aims
  - Is dependent on the fulfilment of unacceptable conditions applied by the donor. For example, if the Trustees believed such conditions would place the assets of FoR at an undue or inappropriate risk
  - Derives from a source or activity that was or is illegal or runs counter to FoR's core values and charitable objectives
  - May damage the reputation of FoR or where offence to other donors, beneficiaries or the general public may be caused.
  - Is from a donor whose identity is unknown to at least the Chair and one other Trustee.

## Donors' Rights

1. All fundraising solicitations by or on behalf of FoR will disclose the charity's name and purpose for which the funds are requested. Printed solicitations (however transmitted) will also include its address or other contact information and details of FoR's charitable status (registered charity no.1046278).
2. Donors and prospective donors are entitled to the following, promptly upon request:
  - the most recent financial statements;
  - confirmation of FoR's charitable status
  - a copy of this policy.
3. Donors and prospective donors are entitled to know, upon request, whether an individual soliciting funds on behalf of FoR is a volunteer, an employee or a hired solicitor.
4. Donors will be encouraged to seek independent advice if FoR has any reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.
5. Donors' requests to remain anonymous will be respected wherever legally possible. A donor's identity must be known by the Chair and one other Trustee for the purposes of due diligence and gift acceptance.
6. The privacy of donors will be respected. Any donor records that are maintained by FoR will be kept confidential wherever legally possible. Donors have the right to see their own donor record, and to challenge its accuracy.

7. Donors and prospective donors will be treated with respect. Every effort will be made to honour their requests to:
  - limit the frequency of solicitations;
  - not to be solicited by telephone, email or other mediums;
  - receive printed material from FoR.
8. FoR will respond within 28 days to a complaint by a donor or prospective donor about any matter that is addressed in this policy. The Chair will investigate the complaint and will attempt to satisfy the complainant's concerns. If a donor is dissatisfied with the outcome they will be advised to refer the complaint to the Fundraising Regulator.

### Financial Accountability

1. FoR's financial affairs will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of national regulators.
2. All donations will be used to support the charitable objects of FoR which are to fund and promote research into the causes, distribution, symptoms, pathology and treatment of cancer in children and to disseminate the results of such research.
3. All restricted or designated donations will be used for the purposes for which they are given. If necessary, due to programme or organisational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate. If the donor is deceased or legally incompetent, and FoR is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.
4. Annual financial reports will:
  - be factual and accurate in all material respects
  - be prepared in accordance with generally accepted accounting principles and standards.
5. The cost effectiveness of FoR's fundraising programme will be reviewed regularly by the Trustees.

### Review date

This policy will be reviewed each year by the Trustees.

If you wish to contact us, please send an email to [info@friendsofrosie.co.uk](mailto:info@friendsofrosie.co.uk), write to Friends of Rosie Children's Cancer Fund, c/o Slater Heelis LLP, 86 Deansgate, Manchester, M3 2ER or call 0161 834 7333/07887 932293.