**RATIONALE**

LEAP exists to provide effective and innovative housing and support services to vulnerable young people at risk.

This policy and the procedures outline the fundraising principles that will be applied to ensure that LEAP’s fundraising practice is transparent, ethical and appropriate and complies with legal requirements in order to maintain our reputation. This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of LEAP.

This policy will be reviewed every three years or more frequently should there by a change in legislation or guidance from official bodies.

**VISION**

We recognise long-term success depends on young people living in a safe, supported, respectful environment. To achieve this LEAP is reliant on funds generated through various means including fundraising activities.

**PRINCIPLES**

* To comply with the standards set by the Fundraising Regulator
* To comply with the Code of Fundraising Practice (<https://www.fundraisingregulator.org.uk/code>)
* To set out the fundraising standards expected in raising funds from the community
* To provide management and staff with the procedures to be followed
* To ensure that fundraising activities comply with all relevant laws

LEAP commits to all monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with LEAP’s stated values, mission and purpose.

**METHODS FOR RAISING FUNDS**

LEAP uses both on- and offline channels for raising funds from individuals and businesses.

1. Donations

Donations are gifts for which no direct benefits are sought by the donor. It may take various forms, including cash, services & goods and can be from an individual or organisation. Donations can be used to directly benefit our clients or may be used to raise funds, such as how we use donated raffle prizes. A donor’s name or organisation’s logo may be on display and used in both on- and off-line publicity by way of thanks.

LEAP will seek to maximise all donations by claiming gift aid from HMRC wherever possible. Donors will be asked to complete a gift aid declaration (Appendix A).

1. Fundraising Events & Campaigns

LEAP also organises regular Fundraising Events and Campaigns whose primary purpose is to raise money to support us in the delivery of our charitable objectives.

On occasion, we may work with volunteers and/or third parties in support of our fundraising activities. Where such parties are engaged, they will be given a copy of this policy and need to adhere to it.

1. Grants

Grants are non-repayable cash funds applied for to benefit our clients or to help further the charities objectives. These funds usually come with obligations to fulfil any criteria the funding body may place upon the grant contract, and may include the publication of their logo as part of any PR & Marketing activities in relation to the grant-funded activity.

The responsibility for applying for grants sits predominantly with the LEAP Senior Management Team, however other staff members may be involved in the application of smaller grants and those grants for individual clients. On occasion, we may also work with partners & third parties in support of our grant applications. Where any such parties are engaged, they will be given a copy of this policy and need to adhere to it.

1. Selling Goods

LEAP may from time to time also be involved in selling products produced by our clients at local events, such as jewellery and up-cycled materials, to help raise funds. While we encourage our clients to take an active role in the selling of the goods, LEAP will ensure a responsible person or person(s) will be present to handle any funds/income generated from the sales. An appointed responsible person will ensure that all funds are paid over to the charity without delay.

On occasion, we may work with volunteers in support of our commercial activities. Where such parties are engaged, they will be given a copy of this policy and need to adhere to it.

1. Sponsorship

Sponsorship is where a business provides money in order to secure the marketing and promotion of its business name, products, services or images. Where the charity then purchases any products or images in full, it is agreed that all logos will be removed.

**CHANNELS OF REPORTING**

All donations and sponsorship should be channelled through the Finance Manager to ensure they are documented and handled in line with this Policy and agreed processes. This includes ensuring that all donations & sponsorship are acknowledged with a written ‘thank you’ within 14 days of receipt and consider whether a Media story is appropriate & timely.

A list of donations will be shared with the CEO on a monthly basis and reported to the Board of Trustees quarterly.

Donors will be asked to complete a gift aid declaration so that LEAP can claim Gift Aid (see Appendix A).

**DATA PROTECTION**

LEAP will administer all fundraising in line with its Data Protection Policy.

Any funders or donors will never be given direct access to mailing lists or data held by LEAP, unless it has the express permission of the data subject.

All funders and donors have the right to request access to their data and may obtain this by contacting a member of the Senior Management Team.

It’s our aim that everyone who donates to LEAP has a positive experience, but we understand that sometimes this may not happen. If funders, donors or any other third party wishes to make a complaint about our fundraising practices, they may do so under LEAP’s Compliments, Complaints and Appeals policy which sets out the procedure of who and how your complaint will be handled in detail.

For purposes of transparency, a copy of this policy is displayed on our website and given to any third parties who undertake any fundraising and cash handling on our behalf.

**USEFUL REFERENCES**

Fundraising Regulator –[www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk)

**LINKS WITH OTHER LEAP POLICIES**

* Finance Policy
* Compliments, Complaints and Appeals
* Data Protection
* Storage and Security of Information

**PARTICIPATION & CONSULTATION PROCESS**

* LEAP Participation Group
* Seeking the views of Stakeholders
* Monitoring evaluation and review

**CONTINUOUS PROFESSIONAL DEVELOPMENT OF STAFF**

LEAP is committed to training its staff to the highest standards. This is through internal and external training, through team meetings and supervision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of policy:** | **Author of review /revision** | **Date approved** | **Approved By** | **Next revision/ revision date:** |
| **Fundraising Policy** | Heidi De Wolf | 30.10.19 | Full Board | October 2022 |

**Document Control**

|  |  |  |
| --- | --- | --- |
| Version  | Date | Changes made |
| Version 1 | September 2019 | New Policy |

**APPENDIX A**

**GIFT AID DECLARATION FORM**

**Boost your donation by 25p of Gift Aid for every £1 you donate.**

If you’re a UK taxpayer, using Gift Aid means that for every £1 you give, LEAPcan claim another 25p from HMRC. Gift Aid is reclaimed by LEAP from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Just fill in this form and return to: LEAP, Homer House, Monson Street, Lincoln LN5 7RZ or email it to info@leap.uk.com

##  Gift Aid declaration

 **Tick all that apply**.

 [ ]  I am donating £\_\_\_\_\_\_\_\_ to LEAP and would like to Gift Aid this donation.

 [ ]  I want to Gift Aid **all future donations** I make to LEAP until further notice.

 [ ]  I want to Gift Aid all donations I have made to LEAP **in the past four years**.

*I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.*

**My details are:**

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**Please let us know straight away if you:**

* want to cancel this declaration
* change your name or home address
* no longer pay enough tax on your income and/or capital gains to cover the tax we reclaim.

**Higher rate tax payers**

If you pay Income Tax at the higher rate or additional rate you can claim additional tax relief by including all your Gift Aid donations on your Self-Assessment tax return or ask HMRC to adjust your tax code.